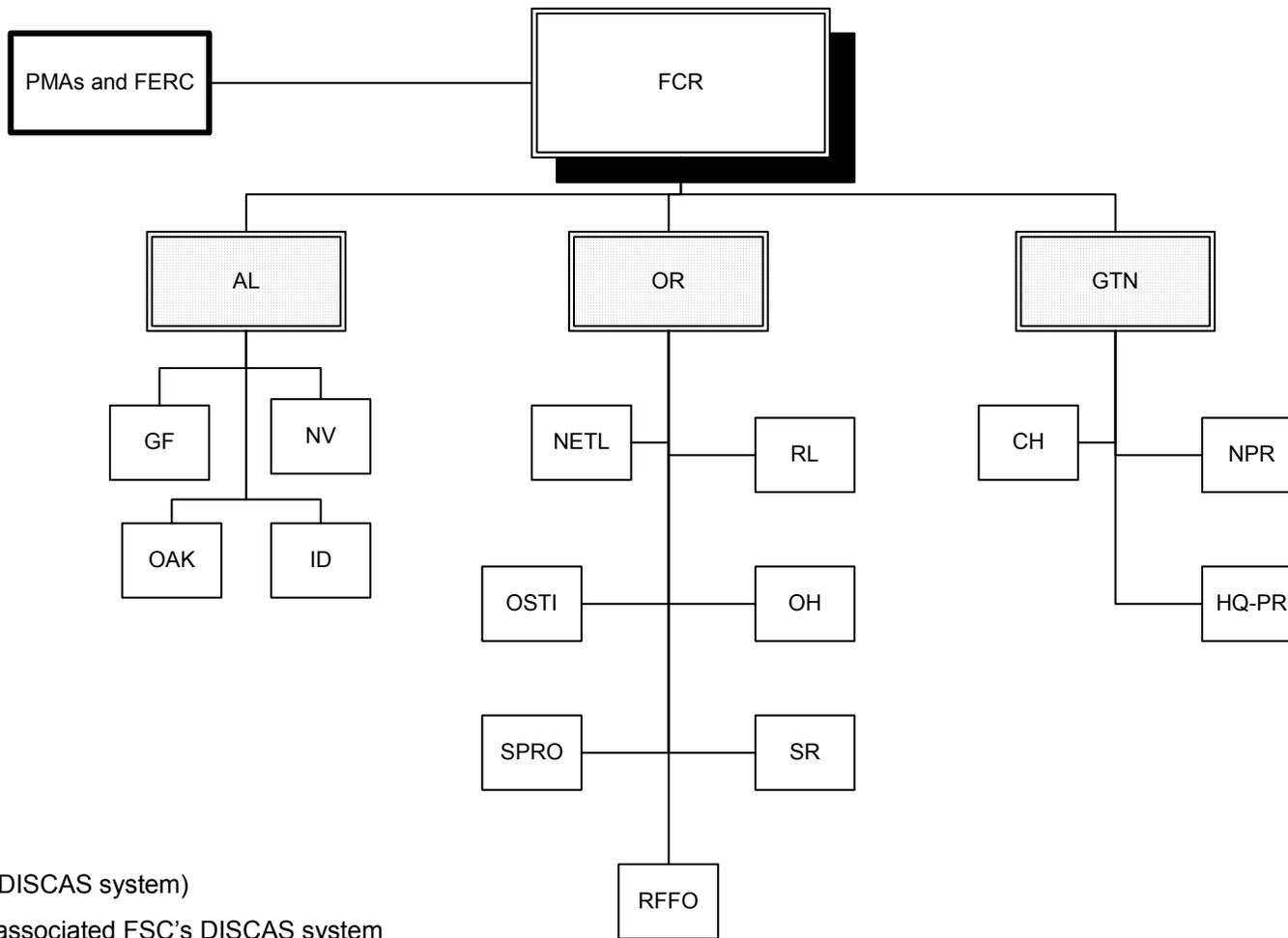


Current Organization

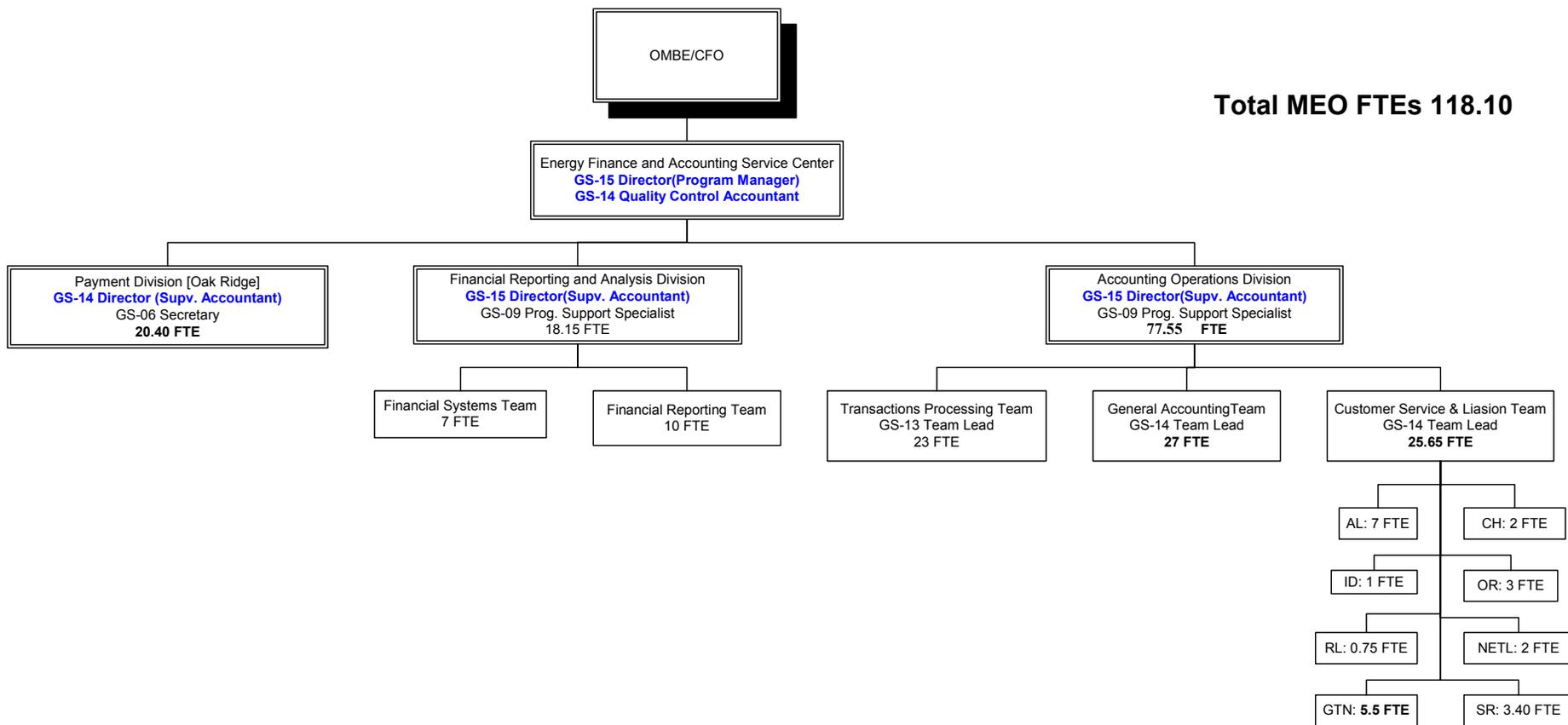


-  FSC (has DISCAS system)
-  FO (uses associated FSC's DISCAS system)
-  Component entities within DOE that maintain separate & unique accounting systems (no DISCAS access)

Note: Only FOs under study are pictured

Appendix B

Most Efficient Organization



BOLD indicates Key Positions

Most Efficient Organization Staffing

OMBE/CFO

Energy Finance and Accounting Service Center
GS-15 Director (Program Manager) [1 FTE]
GS-14 Quality Control Accountant [1 FTE]
118.10 FTE

Payment Division [Oak Ridge]
GS-14 Director (Supv. Accountant) [0.90 FTE]
GS-06 Secretary [0.50 FTE]
20.40 FTE

Financial Reporting and Analysis Division
GS-15 Director (Supv. Accountant) [0.75 FTE]
GS-09 Prog. Support Specialist [0.40 FTE]
18.15 FTE

Accounting Operations Division
GS-15 Director (Supv. Accountant) [1 FTE]
GS-09 Prog. Support Specialist [0.90 FTE]
77.55 FTE

GS-13 Systems Accountant [1 FTE]
GS-12 Accountant [2 FTE]
GS-11 Accountant [1 FTE]
GS-09 Accountant [2 FTE]
GS-09 Program Support Spec. [1 FTE]
Accounting Tech. [10 Cont.]
GS-04 File Clerk [2 Cont.]

Financial Systems Team
7 FTE

GS-13 Systems Accountant [2 FTE]
GS-12 Systems Accountant [4 FTE]
GS-11 Systems Accountant [1 FTE]

Financial Reporting Team
10 FTE

GS-14 Accountant [1 FTE]
GS-13 Accountant [4 FTE]
GS-12 Accountant [4 FTE]
GS-11 Accountant [1 FTE]

Transactions Processing Team
GS-13 Team Lead [1 FTE]
23 FTE

GS-12 Accountant [4 FTE]
GS-11 Accountant [1 FTE]
GS-09 Accountant [3 FTE]
GS-07 Accounting Tech. [6 FTE]
GS-06 Accounting Tech. [8 FTE]

General Accounting Team
GS-14 Team Lead [1 FTE]
27 FTE

GS-13 Accountant [1 FTE]
GS-12 Accountant [5 FTE]
GS-11 Accountant [9 FTE]
GS-09 Accountant [6 FTE]
GS-07 Accounting Tech. [2 FTE]
GS-06 Accounting Tech. [3 FTE]

Customer Service & Liasion Team
GS-14 Team Lead [1 FTE]
25.65 FTE

AL: 7 FTE
GS-13 Accountant [1 FTE]
GS-11 Accountant [2 FTE]
GS-09 Accountant [2 FTE]
GS-06 Accounting Tech. [2 FTE]

OR: 3 FTE
GS-13 Accountant [1 FTE]
GS-11 Accountant [1 FTE]
GS-06 Accounting Tech. [1 FTE]

NETL: 2 FTE
GS-12 Accountant [1 FTE]
GS-09 Accountant [1 FTE]

SR: 3.40 FTE
GS-12 Accountant [1.40 FTE]
GS-11 Accountant [1 FTE]
GS-06 Accounting Tech. [1 FTE]

CH: 2 FTE
GS-12 Accountant [1 FTE]
GS-11 Accountant [0.50 FTE]
GS-09 Accountant [0.50 FTE]

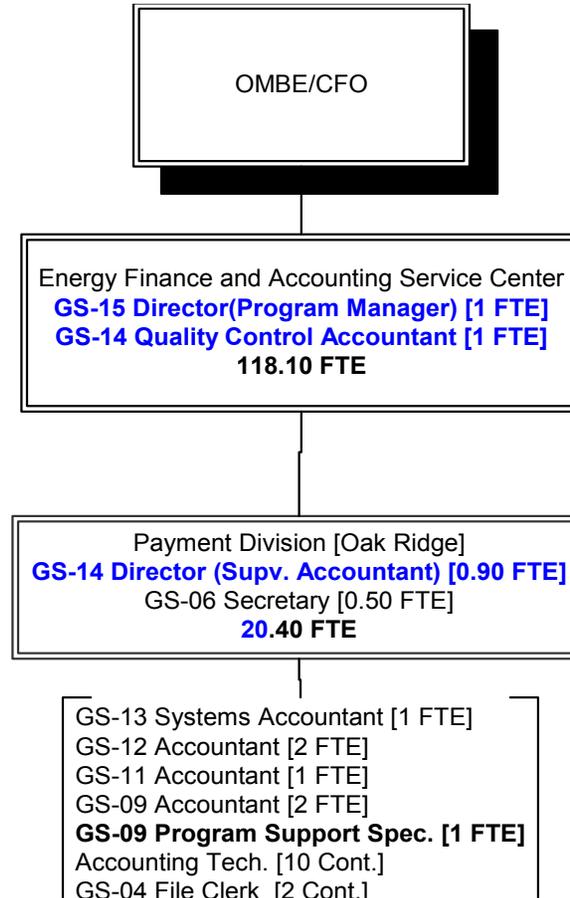
ID: 1 FTE
GS-12 Accountant [1 FTE]

RL: 0.75 FTE
GS-12 Accountant [0.75 FTE]

GTN: 5.5 FTE
GS-13 Accountant [0.50 FTE]
GS-12 Accountant [1 FTE]
GS-11 Accountant [2 FTE]
GS-06 Accounting Tech. [2 FTE]

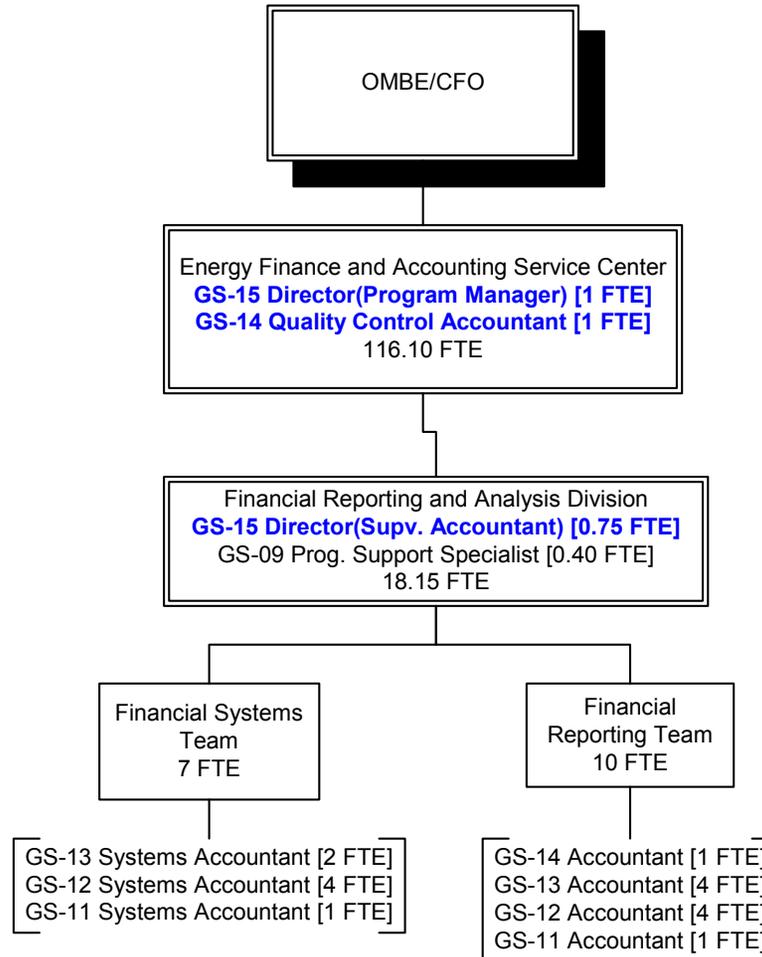
BOLD indicates Key Positions

Payment Division Staffing



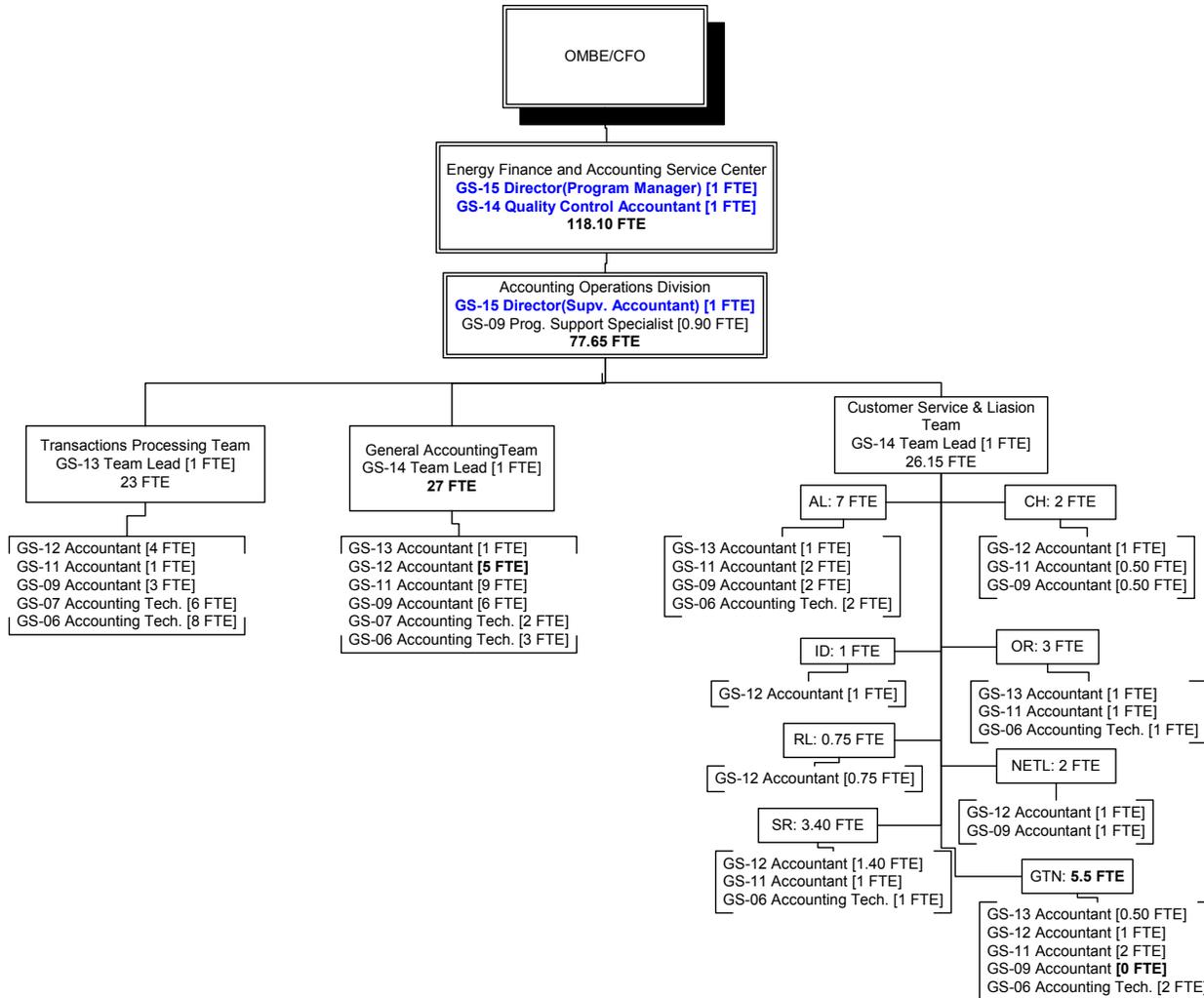
BOLD indicates Key Positions

Financial Reporting and Analysis Division Staffing



BOLD indicates Key Positions

Accounting Operations Division Staffing



BOLD indicates Key Positions

**APPENDIX D
CROSSWALK PWS TO STAFFING
GENERAL ACCOUNTING WORKLOAD (SECTION 5.1)**

KEY: FO= FIELD OFFICE
GA= GENERAL ACCOUNTING, ACCT OPERATIONS DIV.
TP=TRANSACTIONS PROCESSING, ACCT OPERATIONS DIV.

FRA= FINANCIAL REPORTING AND ANALYSIS DIVISION
PAY= PAYMENTS DIVISION
ABQ= ALBUQUERQUE FIELD OFFICE

Specific Task Paragraph	Task	Unit of Measure	Total	Tech-nical Est.	Total Required Hours	Series	Grade	Required Raw FTEs	New Location
RESERVATIONS AND OBLIGATIONS									
C-5.1.2.1.1	Establish vendor profile information.	# of vendor profile records estab.							
C-5.1.2.1.2	Record reservation, dereservation, obligation, and deobligation entries.	# of manual entries	142438	2.84	6,742.1	GS 510	11	3.796	FO
C-5.1.2.1.3a	Process & resolve errors for reservation, dereservation, obligation, & deobligation data in automated interfaces.	# of edit errors	16595	11.72	3,241.5	GS 510	11	1.825	FO
C-5.1.2.1.3b	Process & resolve errors for reservation, dereservation, obligation, & deobligation data in automated interfaces.	# of interface files	9480	12.60	1,990.8	GS 510	11	1.121	FO
COST ACCUMULATION									
C-5.1.3.1.1	Record accumulated costs based on receipt of cost reports.	# of entries	34733	7.42	4,295.3	GS 510	11	2.419	GA
COST ACCRUALS									
C-5.1.4.1.1	Run, review, correct, and record automated accruals monthly and accrual reversals.	# of files processed	240	30.00	120.0	GS 525	6	0.068	GA
C-5.1.4.2.1	Review, analyze, and record manual accruals monthly and accrual reversals.	# of manual realign-ed payment entries	33786	5.34	3,007.0	GS 510	11	1.693	GA
C-5.1.4.3.1	Retroactively realign payment funding sources to costs incurred.	# of manual realign-ed payment entries	33019	6.90	3,797.2	GS 525	6	2.138	GA
COST TRANSFERS									
C-5.1.5.1.1	Prepare, record, issue, and obtain confirmation of cost transfers to the intra/inter-DOE entities including integrated and non-integrated contractors.	# of transactions recorded	7390	14.36	1,768.7	GS 510	11	0.996	GA
C-5.1.5.2.1	Receive, review, analyze, record, confirm, and reconcile cost transfers received from intra/inter-DOE entities including integrated and non-integrated contractors.	# of transactions recorded	18479	12.00	3,695.8	GS 510	11	2.081	GA
SF 1151, NON-EXPENDITURE TRANSFERS									
C-5.1.6.1.1	Prepare and submit SF 1151s.	# of transactions	48	20.00	16.00	GS 510	12	0.009	FRA
C-5.1.6.2.1	Receive and record approved SF 1151s.	# of transactions	390	12.50	81.25	GS 510	12	0.046	FRA
INVENTORY									

C-5.1.7.1.1	Record appropriate accounting entries to reflect change in inventory.	# of entries	1668	4.74	131.8	GS 510	11	0.074	GA
NUCLEAR MATERIALS FINANCIAL ACCOUNTING									
C-5.1.8.1.1a	Prepare, consolidate, & record accounting entries in DOE's primary accounting & reporting system & DIMS, perform systems reconciliations, & submit quarterly Nuclear Materials Inventory Report.	# of entries	3118	10.00	519.7	GS 510	13	0.293	FO-ABQ
C-5.1.8.1.1b	See above description	# of reconciliations	44	21.00	15.4	GS 510	13	0.009	FO-ABQ
C-5.1.8.1.1c	See above description	# of reports	133	38.75	85.9	GS 510	13	0.048	FO-ABQ
C-5.1.8.1.2	Consolidate and reconcile quarterly Nuclear Materials Inventory Reports from DOE offices.	# of reports consolidated (Fin. Policy)	48	45.00	36.0	GS 510	12	0.020	FO-ABQ
C-5.1.8.2.1	Conduct trend analysis, research inventory issues, and create inventory spreadsheets following consolidation and reconciliation of field offices and financial service centers' Nuclear Materials Inventory Reports.	# of reports consolidated (Fin. Policy)	96	34.00	54.4	GS 510	12	0.031	FO-ABQ
C-5.1.8.3.1	Record and confirm CO and contractor nuclear material transfers at year-end.	# of entries	53	19.20	17.0	GS 510	12	0.010	FO-ABQ
C-5.1.8.4.1	Provide support to CO regarding liaison with contractors and Federal agencies (excluding auditors).	# of requests	180	53.75	161.3	GS 510	12	0.091	FO-ABQ
SPECIAL FUND ACTIVITIES									
C-5.1.9.1.1	Provide notification on net disbursement activity and record entries in DOE's primary accounting and reporting system, CAIS, and other accounting system for NWF, D&D Fund, UFMR Fund, & USEC Fund.	# of notifications	1166	22.00	427.5	GS 510	11	0.241	GA
C-5.1.9.1.1	See above description	# of original CAIS entries	1134	15.00	283.50	GS 525	7	0.160	GA
C-5.1.9.1.1	See above description	# of adjusting entries	319	22.00	117.0	GS 525	7	0.066	GA
C-5.1.9.1.2	Reconcile monthly NWF, D&D, UFMR, USEC reports.	# of reconciliations	285	32.00	152.0	GS 510	11	0.086	GA
PLANT, PROPERTY, AND CAPITAL EQUIPMENT									
C-5.1.10.1.1	Receive, review, research, document, and record all property transactions.	# of manual transactions	3806	11.30	716.8	GS 510	12	0.404	GA
C-5.1.10.1.2	Issue and receive property transfers between DOE entities and record the complementing entries in DOE's primary accounting and reporting system.	# of entries	310	16.50	85.3	GS 510	12	0.048	GA
C-5.1.10.1.3a	Reconcile semi-annually DOE's primary accounting and reporting systems property transactions with the local property information systems and contractor's property inventory report.	# of asset types	427	23.89	170.0	GS 510	12	0.096	GA
C-5.1.10.1.3b	See above description	# of corrections	476	34.17	271.1	GS 510	12	0.153	GA
C-5.1.10.1.4a	Support reconciliation of property reports and financial records, and record adjusting entries.	# of adjusting entries	411	17.00	116.5	GS 510	12	0.066	GA

C-5.1.10.1.4b	Support reconciliation of property reports and financial records, and record adjusting entries.	# of property reports generated	140	25.00	58.3	GS 510	12	0.033	GA
C-5.1.10.2.1	Process interface file to generate accounting entries for CWIP.	# of files	53	30.00	26.5	GS 510	12	0.015	GA
C-5.1.10.3.1	Record accounting entries for CWIP and close out the CWIP account into completed plant and capital equipment. (Excludes automated depreciation entries)	# of manual entries	1255	8.00	167.3	GS 510	11	0.094	GA
C-5.1.10.4.1	Capitalize internal use software.	# of entries	5	7.50	0.6	GS 510	11	0.000	GA
INTRA-GOVERNMENTAL PAYMENTS AND COLLECTIONS									
C-5.1.11.1.1b	Record entries or prepare and submit transmittal information for IPAC issuance for payment or collection.	# of transmittal forms	8615	8.53	1,224.8	GS 510	9	0.690	GA
C-5.1.11.1.1a	Record entries or prepare and submit transmittal information for IPAC issuance for payment or collection.	# of entries	19057	7.55	2,398.0	GS 510	9	1.350	GA
C-5.1.11.1.2	Issue IPACs for payments, zero dollar transactions, adjustments, and collections for DOE offices and integrated contractors.	# of IPACs issued (manual)	10451	8.61	1,499.7	GS 510	9	0.844	GA
C-5.1.11.1.3b	Issue, transmit, & record intra-cluster cash work transfers.	# of forms	674	12.33	138.5	GS 510	11	0.078	GA
C-5.1.11.1.3a	Issue, transmit, & record intra-cluster cash work transfers.	# of entries	1730	3.56	102.6	GS 510	11	0.058	GA
C-5.1.11.1.4	Transmit bulk files for integrated and non-integrated contractors.	# of bulk file transmissions	140	60.00	140.00	GS 510	11	0.079	FO
C-5.1.11.2.1	Receive and record IPACs and SF 1221s.	# of IPAC entries	31442	5.74	3,007.95	GS 525	7	1.694	GA
C-5.1.11.2.2b	Obtain IPAC funding information for recording in DOE's primary accounting and reporting system.	# of requests for information	7256	23.89	2,889.10	GS 525	6	1.627	FO
C-5.1.11.2.2a	Obtain IPAC funding information for recording in DOE's primary accounting and reporting system.	# of documents provided	2695	10.47	470.28	GS 525	7	0.265	GA
C-5.1.11.2.3	Reconcile and correct FSC's IPAC and SF 1221 reports.	# of reconciliations	156	141.00	366.60	GS 510	9	0.206	GA
INVESTMENTS									
C-5.1.12.1.1	Purchase securities via FedInvest.	# of purchases in CAIS	89	127.75	189.50	GS 510	13	0.107	GA
C-5.1.12.2.1	Conduct full or partial early redemption of security via FedInvest.	# of redemptions in CAIS	32	127.75	68.13	GS 510	13	0.038	GA
C-5.1.12.3.1	Record results of matured security in CAIS.	# of entries in CAIS	1070	9.00	160.50	GS 510	12	0.090	GA
C-5.1.12.4.1	Record interest collections in CAIS.	# of interest collections in CAIS	483	32.75	263.64	GS 510	12	0.148	GA
C-5.1.12.5.1	Redeem maturing CD or purchase renewal CD.	# of rollover CDs	4892	1.00	81.53	GS 510	12	0.046	GA
C-5.1.12.6.1	Prepare and submit collateral action letters to trustee banks.	# of letters	50	60.00	50.00	GS 510	12	0.028	GA
C-5.1.12.6.2	Prepare and submit release of collateral letters to FRB and trustee banks.	# of letters	100	60.00	100.00	GS 510	12	0.056	GA
C-5.1.12.7.1	Process and correct rejection of ACH CD interest deductions.	# of rejections	14	30.00	7.00	GS 510	12	0.004	GA
C-5.1.12.8.1	Purchase 1-day certificates.	# of 1-day certificates purchased in CAIS	1012	10.50	177.10	GS 510	12	0.100	GA

C-5.1.12.9.1	Reconcile, generate, and distribute investment reports.	# of reconciliations	276	17.50	80.50	GS 510	13	0.045	GA
C-5.1.12.9.1	Reconcile, generate, and distribute investment reports.	# of entries	639	39.00	415.35	GS 510	12	0.117	GA
C-5.1.12.9.1	Reconcile, generate, and distribute investment reports.	# of entries				GS 510	13	0.117	GA
C-5.1.12.9.2	Record and validate ZCB market value amortization in CAIS.	# of entries	876	53.33	778.62	GS 510	13	0.438	GA
C-5.1.12.9.3	Update Treasury bill rate & apply interest accruals in CAIS.	# of applications of T-bill rate	12	20.00	4.00	GS 510	12	0.002	GA
C-5.1.12.9.3	Update Treasury bill rate & apply interest accruals in CAIS.	# of entries	312	45.00	234.00	GS 510	12	0.066	GA
C-5.1.12.9.3	Update Treasury bill rate & apply interest accruals in CAIS.	# of entries				GS 510	13	0.066	GA
C-5.1.12.9.3	Update Treasury bill rate & apply interest accruals in CAIS.	# of letters	96	10.00	16.00	GS 510	12	0.009	GA
C-5.1.12.9.3	Update Treasury bill rate & apply interest accruals in CAIS.	# of letters				GS 510	13	0.009	GA
C-5.1.12.9.4	Retrieving and reviewing market valuation for preparation and submission of annual SF 220-1.	# of market valuations	239	20.00	79.67	GS 510	13	0.045	GA
C-5.1.12.9.5	Prepare & provide investment rollover reports to the CO.	# of reports	24	15.00	6.00	GS 510	12	0.003	GA
TREASURY WARRANTS/RESCISSIONS									
C-5.1.13.1.1	Record Treasury warrants by appropriation and fund type	# of entries	93	20.00	31.00	GS 510	12	0.017	GA
C-5.1.13.1.2	Record rescissions (credit warrants).	# of letters	11	20.00	3.67	GS 510	12	0.002	GA
C-5.1.13.1.2	Record rescissions (credit warrants).	# of entries	21	20.00	7.00	GS 510	12	0.004	GA
MANAGERIAL COST ALLOCATIONS									
C-5.1.14.1.1	Update tables and record transactions for current and prior year managerial cost allocations.	# of updates	28						
C-5.1.14.1.1	Update tables and record transactions for current and prior year managerial cost allocations.	# of manual transactions	7792			GS 510	13	0.200	FRA
RECONCILIATIONS									
C-5.1.15.1.1	Reconcile all Departmental cash transactions with Treasury fund balance by appropriation.	# of reconciliations	1846	30.00	923.0	GS 510	12	0.520	GA
C-5.1.15.1.1	Reconcile all Departmental cash transactions with Treasury fund balance by appropriation.	# of out-of-balance reports	947	28.50	449.8	GS 510	12	0.253	GA
C-5.1.15.1.2a	Generate Departmental cash reconciliation report to reconcile inconsistencies in DOE's primary accounting and reporting system.	# of reconciliations	38	30.00	19.0	GS 510	12	0.011	GA
C-5.1.15.1.2b	See above description	# of correcting entries	631	35.00	368.1	GS 510	12	0.207	GA
C-5.1.15.2.1	Reconcile intra-Governmental transactions (Fiduciary) with FACTS I report.	# of out-of-balance accounts	62	400.00	413.3	GS 510	13	0.233	GA
C-5.1.15.3.1	Reconcile intra-Governmental transactions (Non-Fiduciary) with data from other Federal agencies.	# of out-of-balance accounts	140	1.00	2.3	GS 510	12	0.001	GA
C-5.1.15.3.1	Reconcile intra-Governmental transactions (Non-Fiduciary) with data from other Federal agencies.	# of correcting entries	5	360.00	30.0	GS 510	12	0.017	GA
C-5.1.15.4.1	Reconcile undelivered orders differences.	# of reconciliations	2	480.00	16.0	GS 510	12	0.009	GA
C-5.1.15.4.2	Correct undelivered orders differences.	# of corrections	51	60.00	51.0	GS 510	9	0.029	GA
POWER MARKETING ADMINISTRATIONS AND FEDERAL ENERGY REGULATORY COMMISSION									
C-5.1.16.1.1	Maintain, update, reconcile, and provide PMA and FERC data to FACTS II extract file.	# of appropriations reconciled	552	61.25	563.50	GS 510	12	0.317	FRA

C-5.1.16.1.2	Reconcile FACTS I and FACTS II trial balances and enter approved adjustments to FACTS I.	# of budgetary SGLs compared	850	15.00	212.50	GS 510	12	0.120	FRA
C-5.1.16.2.1	Prepare and submit PMA and FERC receipts, deposits, and suspense account reports.	# of appropriations	175	60.00	175.00	GS 510	12	0.099	FRA
CONSENT ORDER TRACKING SYSTEM (COTS) SUPPORT									
C-5.1.17.1.1	Establish files in COTS.	# of transactions	253	30.00	126.50	GS 510	12	0.071	GA
C-5.1.17.1.2	Generate and distribute COTS reports.	# of distributions	192	30.00	96.00	GS 510	12	0.054	GA
PAYROLL SUPPORT									
C-5.1.18.1.1	Reclassify expenses of the Government's share of retirement, health insur., life insurance, and workman's compensation benefits.	# of entries	98	10.00	16.3	GS 510	9	0.009	GA
C-5.1.18.1.2	Perform reconciliation of clearing accounts associated with Thrift Savings Plan, Federal and State taxes, and savings bonds.	# of reconciliations	66	20.00	22.0	GS 510	9	0.012	GA
C-5.1.18.1.3	Process reimbursement under SEET Program.	# of edit errors	298	2.00	9.9	GS 510	9	0.006	GA
C-5.1.18.2.1	Reconcile and record adjustments to prior pay cost allocations.	# of adjustments	2388	4.75	189.1	GS 510	9	0.106	GA
C-5.1.18.2.2	Verify and record payroll accounting entries.	# of entries	32489	Included in line Below					
Added C-5.1.18.2.2a	Verify and record payroll accounting entries.	# of payroll periods	26	180.00	78.0	GS 510	9	0.044	GA
Added C-5.1.18.2.2a	Verify and record payroll accounting entries.	# of correction periods	26	720.00	312.0	GS 510	9	0.176	GA
Added C-5.1.18.2.3	Verify payroll entries are correct and record payroll accruals.	# of accrual and reversal entries	23793	6.00	2,379.3	GS 510	9	1.340	GA
MISCELLANEOUS INTERNAL OPERATIONS SUPPORT									
C-5.1.19.1.1	Update U.S. Government SGL Chart of Accounts and Related Codes Manual.	# of updates	500	10.67	88.92	GS 510	12	0.050	FRA
ADMINISTRATIVE TASKS									
Added Requirements	Program-related administrative activities, and in support of Director, Team Leads			0.85	1,509.6	GS 0301	9	0.850	PAY

TOTAL REQUIRED HOURS

55,411.2

FTEs

31.409

**APPENDIX E
CROSSWALK PWS TO STAFFING
PAYMENT SERVICES WORKLOAD (SECTION 5.2)**

KEY: Contractor equivalent to GS 06 Acct Techs

Specific Task Paragraph	Task	Unit of Measure	Total	Tech-nical Estimate	Total Required Hours	Series	Grade	Required Raw FTEs	New Location
PROCESSING INVOICES SUBJECT TO PROMPT PAYMENT									
C-5.2.2.2.1, C-5.2.2.1	* Receive and process routine invoices subject to Prompt Payment.	# of invoices	24795	9.64	3,983.7	Contractor		2.243	PAY
C-5.2.2.2.1, C-5.2.2.1	* Receive and process moderate invoices subject to Prompt Payment.	# of invoices	6246	11.35	1,181.5	Contractor		0.665	PAY
C-5.2.2.2.1, C-5.2.2.1	* Receive and process complex invoices subject to Prompt Payment.								
	Type I	# of invoices	465	16.67	129.2	Contractor		0.073	PAY
	Type II	# of invoices	84	36.00	50.4	Contractor		0.028	PAY
	Type III	# of invoices	27	36.00	16.2	Contractor		0.009	PAY
PROCESSING INVOICES NOT SUBJECT TO PROMPT PAYMENT									
C-5.2.2.2.1, C-5.2.2.1	* Receive and process routine invoices not subject to Prompt Payment.	# of invoices	22503	8.88	3,330.4	Contractor		1.875	PAY
C-5.2.2.2.1, C-5.2.2.1	* Receive and process moderate invoices not subject to Prompt Payment.	# of invoices	3218	12.18	653.3	Contractor		0.368	PAY
C-5.2.2.2.1, C-5.2.2.1	* Receive and process complex invoices not subject to Prompt Payment.								
	Type I	# of invoices	74	21.70	26.8	Contractor		0.015	PAY
	Type II	# of invoices	85	30.70	43.5	Contractor		0.024	PAY
	Type III	# of invoices	1	19.67	0.3	Contractor		0.000	PAY
NOTIFICATION OF IMPROPER INVOICE									
C-5.2.2.3.1	Notify vendors of improper invoices.	# of notices	1933	8.19	263.9	Contractor		0.149	PAY
GOVERNMENT TRAVEL									
C-5.2.3.1.1a	* Receive, review, and validate TDY travel voucher file and execute Travel Manager interface.	# of vouchers	51947	4.93	4,268.3	Workload changes with STARS and labor reflected below.			
C-5.2.3.1.1b	* Receive, review, and validate TDY travel voucher file and execute Travel Manager interface.	# of edit errors	14181	5.63	1,330.7	Contractor		0.249	PAY
C-5.2.3.1.1b	* Receive, review, and validate TDY travel voucher file and execute Travel Manager interface.	# of edit errors				GS 0525	7	0.500	TP
C-5.2.2.1, C-5.2.3.2.1	* Receive, review, and manually process routine PCS travel voucher invoices.	# of vouchers	0						
C-5.2.2.1, C-5.2.3.2.1	* Receive, review, and manually process moderate PCS travel voucher invoices.	# of vouchers	0						

C-5.2.2.1, C-5.2.3.2.1	* Receive, review, and manually process complex PCS travel voucher invoices.	# of vouchers	809	15.00	202.3	Contractor		0.114	PAY
C-5.2.3.3.1	Schedule approved travel advances.	# of travel advances	324	7.40	40.0	Contractor		0.023	PAY
C-5.2.3.4.1	Receive, process, & reconcile monthly airline ticket interface files into DOE's primary acct & reporting system.	# of edit errors	38	Included in Line Below					
C-5.2.3.4.1	Receive, process, & reconcile monthly airline ticket interface files into DOE's primary acct & reporting system.	# of transactions	2144	5.00	178.7	Contractor		0.101	PAY
ASSOCIATED PAYMENT TASKS									
C-5.2.4.1.1	Process COTS payments.	# of payment packages	179	30.00	89.5	Contractor		0.050	PAY
C-5.2.4.2.1	Research, document, and submit results of research for lost checks.	# of notifications	452	27.27	205.4	Contractor		0.116	PAY
C-5.2.4.2.2	Record notifications of cancelled checks.	# of credits for cancelled checks	763	46.67	593.5	Contractor		0.334	PAY
C-5.2.4.3.1	Provide recommendations on cost effective payment terms for Government purchase card.	# of reviews	15	18.10	4.5	GS 0510	9	0.003	PAY
C-5.2.4.4.1	Prepare and issue indemnity letters.	# of letters	16	75.00	20.0	Contractor		0.011	PAY
C-5.2.4.5.1	Conduct current year deobligation reviews of the previous year's outstanding obligations.	# of contractual docs reviewed	12446	16.02	3,323.1	GS 0510	12	1.871	FO
C-5.2.4.6.1	Close out contracts.	# of contracts closed out	2794	22.13	1,030.5	GS 0525	6	0.580	FO
C-5.2.4.6.1	Close out contracts.	# of errors	141	30.00	70.5	GS 0525	6	0.040	FO
C-5.2.4.7.1	Manually close out non-contract CIDs.	# of CIDs qualifying for close out	5368	14.91	1,333.9	GS 0510	12	0.751	FO
C-5.2.4.8.1	Perform contract transfers.	# of entries	640	22.00	234.7	GS 0510	12	0.132	FO
C-5.2.4.9.1	Receive, review, and update DOE's primary accounting and reporting system resulting from Treasury Offset Program report information.	# of entries	86	97.50	139.8	Contractor		0.079	PAY
VENDOR PROFILES									
C-5.2.5.1, C-5.2.5.1.1	Establish vendor profiles and input routine payment modifications into DOE's primary accounting and reporting system.	# of vendor profiles established & updated		Amt of changes reduced by a third since consolidation will limit entries and data for vendors more easily shared with STARS modules.					
	Normal	above	27152						FO
	Normal	above	18083	8.50	2,561.79	GS 0525	6	1.442	FO
	Expedited	above	2801						
	Expedited	above	1865	8.50	264.27	GS 0525	6	0.149	FO
C-5.2.5.1, C-5.2.5.1.1	Establish vendor profiles and input moderate payment modifications into DOE's primary accounting and reporting system.	# of vendor profiles established & updated		Amt of changes reduced by a third since consolidation will limit entries and data for vendors more easily shared with STARS modules.					
	Normal	above	18360						

	Normal	above	12228	9.29	1,893.26	GS 0525	6	1.066	FO	
	Expedited	above	687							
	Expedited	above	458	9.00	68.63	GS 0525	6	0.039	FO	
C-5.2.5.1, C-5.2.5.1.1	Establish vendor profiles and input complex payment modifications into DOE's primary accounting and reporting system.	# of vendor profiles established & updated		Amt of changes reduced by a third since consolidation will limit entries and data for vendors more easily shared with modules.						
	Normal	above	9165							
	Normal	above	6104	9.29	945.09	GS 0525	6	0.532	FO	
	Expedited	above	590							
	Expedited	above	393	9.29	60.84	GS 0525	6	0.034	FO	
C-5.2.5.1.2	Conduct reconciliation of vendor profile information for IRS Form 1099 file submission.	# of vendor profiles reviewed	27680	4.46	2,057.5	Contractor		1.159	PAY	
C-5.2.5.1.3a	Receive, consolidate, and review file submissions, and issue IRS Form 1099s to vendors and individuals.	# of files consolidated	12	960.00	192.0	Contractor		0.108	PAY	
C-5.2.5.1.3b	Receive, consolidate, and review file submissions, and issue IRS Form 1099s to vendors and individuals.	# of issued IRS Form 1099s	4273	8.00	569.7	Contractor		0.321	PAY	
C-5.2.5.1.4a	Receive and resolve IRS Form 1099 inquiries from vendors and individuals, and issue revised IRS Form 1099s, if required.	# of inquiries	220	20.67	75.8	Contractor		0.043	PAY	
C-5.2.5.1.4b	Receive and resolve IRS Form 1099 inquiries from vendors and individuals, and issue revised IRS Form 1099s, if required.	# of revised IRS Form 1099s	42	11.67	8.2	Contractor		0.005	PAY	
PAYMENT RECONCILIATIONS										
C-5.2.6.1, C-5.2.6.1.1	Reconcile DOE payment records with Treasury payment records.	# of reconciliations	691	47.33	545.1	GS 0510	9	0.307	PAY	
C-5.2.6.1.2	Review accuracy of accounting data on approved statement.	# of transactions reviewed	13053	2.00	435.1	GS 0525	7	0.245	FO	
C-5.2.6.1.3	Review and verify Government purchase card statements with cardholders' statements.	# of transactions reviewed	20445	4.75	1,618.6	Contractor		0.911	PAY	
TRANSPORTATION SERVICES AUDITS										
C-5.2.7.1.1	Submit bills of lading for pre-payment audit by GSA.	# of bills and invoices	141	15.00	35.3	Contractor		0.020	PAY	
C-5.2.7.2.1	Submit bills of lading for post-payment audit by GSA.	# of bills and invoices	123	30.00	61.5	Contractor		0.035	PAY	
AUTOMATED PAYMENT SYSTEMS										
C-5.2.8.1.1a	Record vendor draw activities.	# of interfaces	227	22.23	84.1	GS 0510	12	0.047	PAY	
C-5.2.8.1.1b	Record vendor draw activities.	# of manual transactions	5738	8.79	840.6	GS 0510	12	0.473	PAY	
C-5.2.8.1.2	Prepare monthly internal ad hoc ASAP payment reports.	# of reports	2228	14.29	530.6	GS 0510	11	0.299	PAY	
CUSTOMER SERVICE										
C-5.2.9.1.1	Provide customer service and respond to and resolve inquiries.	# of inquiries	52944	3.00	2,647.2	GS 0510	9	1.491	PAY	
ADMINISTRATIVE TASKS										

Added Requirements	File Clerk and Mail Responsibilities			2.00	3,220.0	GS 0303	4	1.813	PAY
Added Requirements	Office Assistant Responsibilities for Director and Staff			0.50	835.0	GS 0303	6	0.470	PAY

TOTAL REQUIRED HOURS

42,294.6

FTEs

21.41

**APPENDIX F
CROSSWALK PWS TO STAFFING
BILLINGS AND COLLECTIONS WORKLOAD (SECTION 5.3)**

Specific Task Paragraph	Task	Unit of Measure	Total	Tech-nical Estimate	Total Required Hours	Series	Grade	Required Raw FTEs	New Location
BILLINGS									
C-5.3.2.1.1	Prepare and submit billing requests (Public Receivables)	# of billing requests	160	45.00	120.0	GS 510	9	0.07	TP
C-5.3.2.1.2	Record, validate, prepare, & issue bills and invoices (Other Federal Agency Receivables).	# of bills and invoices	2203	15.21	558.5	GS 510	9	0.31	TP
C-5.3.2.2.1	Record, validate, prepare, & issue bills and invoices (Other Federal Agency Receivables).	# of bills and invoices	3206	20.71	1,106.6	GS 510	9	0.62	TP
C-5.3.2.3.1	Manually prepare & issue advance bills or requests for funds.	# of advance bills	262	16.43	71.7	GS 510	9	0.04	TP
C-5.3.2.4.1	Establish and reconcile NWF and D&D Fund receivable accounts.	# of receivable accounts in CAIS	401	10.00	66.8	GS 510	12	0.04	TP
C-5.3.2.4.1	Establish and reconcile NWF and D&D Fund receivable accounts.	# of NWF receivables in primary accting & rpting system	60	5.00	5.0	GS 510	12	0.00	TP
C-5.3.2.4.2	Finalize CAIS record and submit remittance advice.	# of NWF remittance advices	231	35.00	134.8	GS 510	12	0.08	TP
DEPOSITS AND COLLECTIONS									
C-5.3.3.1.1	Make bank deposits or forward monies to financial institution providing lockbox service.	# of deposit tickets	929	26.37	408.3	GS 525	7	0.23	TP
C-5.3.3.1.1	Make bank deposits or forward monies to financial institution providing lockbox service.	# of items on deposit tickets	5912	Included in above					
C-5.3.3.2.1	Record collections including interest penalty and administrative charges in applicable accounting system.	# of collection entries	17498	15.08	4,397.8	GS 525	7	1.24	TP
C-5.3.3.2.1	Record collections including interest penalty and administrative charges in applicable accounting system.	# of collection entries				GS 525	6	1.24	TP
C-5.3.3.2.2	Prepare memorandum to redirect collection to proper account.	# of memorandums	8	60.00	8.0	GS 510	12	0.00	TP

C-5.3.3.2.3	Call entities (e.g., fees from utility companies) to obtain status of collections.	# of calls	578	10.00	96.3	GS 525	6	0.05	TP
C-5.3.3.2.4	Record entries and reconcile monthly accruals of interest earned for designated investment accounts.	# of entries	108	10.00	18.0	GS 525	6	0.01	TP
C-5.3.3.3.1	Clear deposits that are not identifiable in the deposit suspense account.	# of suspense items cleared	485	55.00	444.6	GS 525	6	0.25	TP
C-5.3.3.4.1	Clear credits associated with current, former, or deceased employees in the payroll suspense account.	# of payroll suspense items cleared	5566	3.00	278.3	GS 525	6	0.16	TP
C-5.3.3.5.1	Record deposits of unclaimed monies.	# of collections	619	11.00	113.5	GS 525	6	0.06	TP
C-5.3.3.5.2	Process unclaimed monies refund to payee.	# of payees	51	25.00	21.3	GS 525	6	0.01	TP
C-5.3.3.5.3	Reconcile unclaimed monies account balances.	# of reconciliations	8	20.00	2.7	GS 510	9	0.00	TP
C-5.3.3.5.4	Clear DOE suspense account of unclaimed monies and transfer to Treasury account.	# of transactions	12	10.00	2.0	GS 525	6	0.00	TP
C-5.3.3.6.1	Record deposit upon receipt of advance funds.	# of transactions	875	9.00	131.3	GS 525	6	0.07	TP
C-5.3.3.6.2	Process receipt of advance funds from DOE entities, integrated contractors, and other Federal agencies for the FEMP.	# of transactions	980	30.00	490.0	GS 510	9	0.28	TP
DELINQUENT ACCOUNTS									
C-5.3.4.1.1	Prepare and mail collection letters.	# of follow-up letters	491	30.00	245.5	GS 510	9	0.14	TP
C-5.3.4.1.2	Prepare and refer delinquent accounts and supporting documentation to CO for cross-servicing (includes DOE offices and contractor accounts).	# of referrals	67	37.50	41.9	GS 510	9	0.02	TP
C-5.3.4.1.3	Record allowance for receivable loss.	# of entries	106	5.00	8.8	GS 510	9	0.00	TP
C-5.3.4.1.4a	Prepare and submit write-off, cancellation, and compromise letters with backup documentation for approval and record and validate write-offs, cancellations, and compromises.	# of write-off, cancellation, and compromise letters	222	25.00	92.5	GS 510	9	0.05	TP
C-5.3.4.1.4b	See Description Above	# of entries	473	10.00	78.8	GS 510	9	0.04	TP
C-5.3.4.2.1	Prepare and issue penalty and lost interest (investment) letters for late fees or underpayment of fees.	# of letters	13	60.00	13.0	GS 510	9	0.01	TP

TOTAL REQUIRED HOURS

8,955.9

FTEs

5.04

**APPENDIX G
CROSSWALK PWS TO STAFFING
PAYROLL SUPPORT WORKLOAD DATA (SECTION 5.4)**

Specific Task Paragraph	Task	Unit of Measure	TOTAL	Tech-nical Estimate	Total Required Hours	Series	Grade	Required Raw FTEs	New Location
C-5.4.2.1.1	Process & record requests of leave restoration in DFAS.	# of approved req.	242	25.00	100.8	GS 0525	7	0.06	TP
C-5.4.2.1.2	Process unemployment verification forms.	# of forms	130	10.00	21.7	GS 0525	7	0.01	TP
C-5.4.2.1.3	Collect, analyze, and submit pay data involving EEO settlements.	# of requests	12	5.00	1.0	GS 0525	7	0.00	TP
C-5.4.2.1.4	Enter data to update the DFAS Master Employee Record.	# of entries	6000	10.00	1,000.0	GS 0525	7	0.56	TP
C-5.4.2.1.5	Maintain local tables in the DFAS payroll & T&A systems.	# of entries	6000	10.00	1,000.0	GS 0510	11	0.56	TP
C-5.4.2.1.6	Prepare and submit a IRS Form W-2 for those employees who received taxable PCS benefits.	# of W-2 forms	397	10.00	66.2	GS 0525	7	0.04	TP
C-5.4.2.2.1	Enter data into DFAS payroll and T&A systems.	# of entries	6600	2.00	220.0	GS 0525	7	0.12	TP
C-5.4.2.2.2	Investigate causes of T&A submission problems and perform follow-on corrective steps.	# of corrections	6000	20.00	2,000.0	GS 0525	7	1.13	TP
C-5.4.2.2.3	Provide system admin. support to the DFAS T&A syst.	# of requests	72	60.00	72.0	GS 0510	11	0.04	FRA
C-5.4.2.3.1	Transfer Federal withholding taxes monthly through the Federal Tax System.	# of transfers	60	15.00	15.0	GS 0525	7	0.01	TP
C-5.4.2.3.2	Transfer State and Federal withholding taxes for employees paid their PCS travel entitlement.	# of transfers	60	5.00	5.0	GS 0525	7	0.00	TP
C-5.4.2.4.1	Scan all source docs for electronic records retention.	# of scanned docs	16924	4.00	1,128.3	GS 0525	7	0.64	TP
C-5.4.2.4.2	Maintain updated security access files.	# of updates	5502	10.00	917.0	GS 0525	7	0.52	TP
C-5.4.2.4.3	Forward payroll-related documents to DFAS.	# of documents	360	30.00	180.0	GS 0525	7	0.10	TP
C-5.4.2.4.4	Provide training for new Customer Service Representatives, timekeepers, employees, and certifiers for the DFAS payroll and T&A systems.	# of training sessions	24	120.00	48.0	GS 0510	11	0.03	TP
C-5.4.2.5.1	Research and develop various ad hoc reports.	# of reports	7624	3.00	381.2	GS 0510	11	0.14	TP
C-5.4.2.5.1	Research and develop various ad hoc reports.	# of reports				GS 0510	9	0.07	TP
C-5.4.2.5.2	Download & distribute scheduled activity level reports to timekeepers.	# of reports	7560	3.00	378.0	GS 0525	7	0.21	TP
N/A	Unspecified Administrative Activities to be determined post DFAS arrangement and logistics				100.0	GS 0510	9	0.06	TP
C-5.4.2.6.1	Serve as consolidated Payroll Customer Service Reps & and act as liaison between DOE customers and DFAS.	# of inquiries	4200	3.00	210.0	GS 0510	9	0.12	TP

TOTAL REQUIRED HOURS

7,844.13

FTEs

4.42

**APPENDIX H
CROSSWALK PWS TO STAFFING
TRAVEL SERVICES WORKLOAD DATA (SECTION 5.5)**

Specific Task Paragraph	Task	Unit of Measure	Total	Tech-nical Estimate	Total Required Hours	Series	Grade	Required Raw FTEs	New Location
TRAVEL MANAGER									
C-5.5.2.1.1	Prepare and submit training manuals, materials, and handouts.	# of documents	715	119.00	1,418.1	GS 510	12	0.80	TP
C-5.5.2.1.2	Conduct training classes for Travel Manager software.	# of classes	185	93.33	287.8	GS 510	12	0.16	TP
C-5.5.2.1.2	Conduct 1-on-1 instruction for Travel Manager software.	# of 1-on-1 individuals	3,377	7.50	422.1	GS 510	12	0.24	TP
C-5.5.2.2.1	Execute Travel Manager interface.	# of files processed		46.67	-				
C-5.5.2.2.2	Perform a weekly review and research of vouchers returned to the traveler for correction.	# of rejected vouchers	4,894	17.54	1,430.7	GS 510	12	0.81	TP
C-5.5.2.2.2	Provide follow-up notifications.	# of notifications	1,938	9.64	311.4	GS 510	12	0.18	TP
GOVERNMENT TRAVEL CHARGE CARD									
C-5.5.3.1.1	Submit applications to designated financial institution.	# of applications	686	8.71	99.6	GS 510	12	0.06	TP
C-5.5.3.2.1	Review and verify delinquent and misused accounts.	# of accounts reviewed	6,106	17.75	1,806.4	GS 510	12	1.02	TP
C-5.5.3.2.1	Prepare and send delinquent notices to DOE employees with delinquent or misused accounts.	# of notices for delinquent and misused accounts	1,518	7.18	181.7	GS 510	12	0.10	TP
C-5.5.3.2.1	Prepare and submit summary report of all delinquent and potential misuse employees by organization.	# of reports prepared	156	16.71	43.4	GS 510	12	0.02	TP
C-5.5.3.2.2	Coordinate with travelers, program offices, and travel management centers to permit the travelers to use corporate credit cards for travel support.	# of approved requests	1,486	9.83	243.5	GS 510	12	0.14	TP
PAPER TRAVEL VOUCHERS									
C-5.5.4.1.1	Review and manually record paper travel vouchers.	# of vouchers	3,906	16.10	1,048.1	GS 525	6	0.59	TP
AUDITING									
C-5.5.5.1.1	Audit all IPA post-payment vouchers.	# of IPA vouchers	84	68.00	95.2	GS 525	6	0.05	TP
C-5.5.5.2.1	Conduct prepayment audit of paper travel vouchers.	# of paper vouchers	5,328	14.06	1,248.5	GS 525	6	0.70	TP
C-5.5.5.3.1	Issue initial notification to randomly selected audit candidates.	# of initial notifications	9,768	9.00	1,465.2	GS 525	6	0.83	TP
C-5.5.5.3.1	Issue follow-up notifications.	# of follow-up notifications	2,085	5.33	185.2	GS 525	6	0.10	TP

C-5.5.5.3.1	Refer non-responses to 2nd follow-up notification to CO.	# of non-response referrals	1,526	9.50	241.6	GS 525	6	0.14	TP
C-5.5.5.4.2	Audit post-payment travel vouchers.	# of audits	9,477	13.40	2,116.5	GS 525	6	1.19	TP
C-5.5.5.5.1	Prepare and submit a billing request for any traveler receiving overpayment.	# of billing requests	647	10.30	111.1	GS 525	6	0.06	TP
C-5.5.5.5.1	Notify traveler receiving underpayment to submit supplemental voucher for verified claims.	# of underpayment notifications	244	7.86	32.0	GS 525	6	0.02	TP
PERMANENT CHANGE OF STATION (PCS) TRAVEL									
C-5.5.6.1.1	Prepare PCS travel authorizations.	# of travel authorizations	92	15.00	23.0	GS 510	12	0.01	TP
C-5.5.6.1.1	Prepare procurement requests.	# of procurement requests	108	30.00	54.0	GS 510	12	0.03	TP
C-5.5.6.1.1	Prepare amendments.	# of amendments	125	34.00	70.8	GS 510	12	0.04	TP
C-5.5.6.2.1	Coordinate and review PCS travel authorizations.	# PCS travel author.	366	42.73	260.7	GS 510	12	0.15	TP
C-5.5.6.2.2	Process completed PCS travel vouchers.	# PCS TVs proces-sed for payment	809	132.00	1,779.8	GS 525	7	0.50	TP
C-5.5.6.2.2	Process completed PCS travel vouchers.	See above				GS 525	6	0.50	TP
C-5.5.6.2.2	Return PCS travel voucher to traveler for correction.	# of PCS TVs returned for correction	206	60.00	206.0	GS 525	7	0.12	TP
C-5.5.6.3.1	Prepare and submit a billing request for any traveler receiving overpayment for PCS.	# of billing requests	15	17.50	4.4	GS 510	12	0.00	TP
C-5.5.6.4.1	Process reimbursement for Home Marketing Incentive.	# of home marketing incentive forms	40	30.00	20.0	GS 510	12	0.01	TP
C-5.5.6.4.2	Enter payment information for real estate expenses and shipping and storage of household goods.	# of transactions	141	12.50	29.4	GS 510	12	0.02	TP
C-5.5.6.5.1	Test the RITA disk for accuracy and proper operation.	# of tests	19	90.00	28.5	GS 510	12	0.02	TP
C-5.5.6.5.2	Generate report to identify individuals with taxable payments.	# of individuals	198	15.00	49.5	GS 510	12	0.03	TP
C-5.5.6.5.2	Send notifications to employees regarding eligibility to receive taxable payments.	# of notifications	194	5.00	16.2	GS 510	12	0.01	TP
C-5.5.6.5.3	Issue follow-up notices for nonresponses to notifications of eligibility for taxable payments.	# of follow-up notifications	174	15.00	43.5	GS 510	12	0.02	TP
C-5.5.6.5.4	Process RITA travel vouchers.	# of RITA travel vouchers	207	20.00	69.0	GS 510	12	0.04	TP
C-5.5.6.5.5	Prepare and submit billing request.	# of billing requests	18	30.00	9.0	GS 510	12	0.01	TP
C-5.5.6.6.1	Complete close out of PCS travel authorizations.	# of transactions	14	45.00	10.5	GS 510	12	0.01	TP
C-5.5.6.6.2	Review and research purchase orders to determine eligibility for close out.	# of purchase orders reviewed	102	12.50	21.3	GS 510	12	0.01	TP
C-5.5.6.7.1	Generate, reconcile, and provide PCS reconciliation report reflecting year-to-date actual relocation costs.	# of reports	407	20.00	135.7	GS 510	12	0.08	TP

C-5.5.6.7.2	Confirm and reconcile reported payroll amounts with actual payment amounts.	# of edit errors	182	30.00	91.0	GS 510	12	0.05	TP
C-5.5.6.7.3	Confirm and reconcile the amount of payments with the amounts charged to DOE offices.	# of edit errors	72	60.00	72.0	GS 510	12	0.04	TP
C-5.5.6.7.4	Confirm and reconcile the amount of taxes withheld with the amount of taxes paid.	# of edit errors	9	60.00	9.0	GS 510	12	0.01	TP
TICKET MANAGEMENT									
C-5.5.7.1.1	Manage receipt and distribution of airline tickets and ticket receipts.	# of tickets	3,159	5.33	280.6	GS 510	9	xxx	TP
C-5.5.7.2.1	Maintain ticket information manually and resolve interface errors.	# of manual ticket entries	466	7.25	56.3	GS 510	9	0.03	TP
C-5.5.7.2.1	Maintain ticket information automatically and resolve interface errors.	# of files processed	52	Included in line Above					
C-5.5.7.2.1	Maintain ticket information manually or automatically and resolve interface errors.	# of errors	694	7.25	83.9	GS 510	9	0.05	TP
TRAVEL REPORTS									
C-5.5.8.1.1	Extract and compile local mileage from trip information for annual local mileage reimbursable report.	# of trips	1,099	2.00	36.6	GS 525	7	0.02	FO
CUSTOMER SERVICE									
C-5.5.9.1.1	Provide customer service and respond to and resolve user requests (e.g., user assistance for TM, general questions relating to established travel policy).	# of inquiries	8,695	7.21	1,044.8	GS 510	9	0.59	TP
C-5.5.9.1.1	Provide customer service and respond to and resolve user requests (e.g., user assistance for TM, general questions relating to established travel policy).	# of inquiries	36,158	7.21	4,345.0	GS 510	9	2.45	FO

TOTAL REQUIRED HOURS

21,638.3

FTEs

12.026

**APPENDIX I
CROSSWALK PWS TO STAFFING
FINANCIAL SYSTEMS SUPPORT WORKLOAD DATA (SECTION 5.6)**

Specific Task Paragraph	Task	Unit of Measure	All other Loc-ations	OR	Total	Tech-nical Est.	Total Req-ured Hours	Series	Grade	Req. Raw FTEs	New Loc-ation
USER PERMISSIONS											
C-5.6.2.1.1	Review user access summary reports.	# of users	3,504	1,609	5,113	5.03	293.6	GS 510	9	0.165	FRA
C-5.6.2.1.1	Review user access summary reports.	# of users				5.03	134.8	GS 510	9	0.076	PAY
C-5.6.2.1.2	Provide CO with notices of non-responsive offices.	# of notices	2	0	2	120.00	4.0	GS 510	9	0.002	FRA
TRAINING AND DOCUMENTATION											
C-5.6.3.1.1	Prepare financial application training manuals, materials, and handouts. (Excludes Travel Manager.)	# of training materials	14	0	14	180.00	42.0	GS 510	12	0.024	FRA
C-5.6.3.1.2	Provide financial application training. (Excludes TM.)	# of indiv. trained on 1-on-1 instruction	356	14	370	60.00	356.0	GS 510	12	0.200	FRA
C-5.6.3.1.2	Provide financial application training. (Excludes TM.)	# of indiv. trained on 1-on-1 instruction				60.00	14.0	GS 510	12	0.008	PAY
C-5.6.3.1.2	Provide financial application training. (Excludes TM.)	# of classes									
C-5.6.3.1.3	Create or update and distribute financial application documentation for release to user community.	# of documents created or updated	25	0	25	130.00	54.2	GS 510	12	0.030	FRA
MODIFICATION REQUESTS AND USER TESTING											
C-5.6.4.1.1	Analyze, prepare, and submit software modification requests.	# of modification requests	779	12	791	55.00	714.1	GS 510	12	0.402	FRA
C-5.6.4.1.1	Analyze, prepare, and submit software modification requests.	# of modification requests				55.00	11.0	GS 510	12	0.006	PAY
C-5.6.4.2.1	Perform user testing to application software changes and report errors to the CO. (Excludes Travel Manager.)	# of test cases	1,440	356	1,796	40.53	972.7	GS 510	12	0.548	FRA
C-5.6.4.2.1	Perform user testing to application software changes and report errors to the CO. (Excludes Travel Manager.)	# of test cases				40.53	240.5	GS 510	12	0.135	PAY
APPLICATION OPERATIONS AND SYSTEM SUPPORT											
C-5.6.5.1.1	Update application tables with approved codes.	# of updates	7,811	4,903	12,714	6.79	883.9	GS 510	12	0.498	FRA
C-5.6.5.1.1	Update application tables with approved codes.	# of updates				6.79	554.9	GS 510	12	0.312	PAY
C-5.6.5.1.2a	Execute data comparison routines, analyze results, and correct problems.	# of reports reviewed	5,408	3,848	9,256						
C-5.6.5.1.2a	Execute data comparison routines, analyze results, and correct problems.	# of reports reviewed	1,352	962	2,314	15.63	352.2	GS 510	11	0.198	FRA

C-5.6.5.1.2a	Execute data comparison routines, analyze results, and correct problems.	# of reports reviewed				15.63	250.6	GS 510	11	0.141	PAY
C-5.6.5.1.2b	Execute data comparison routines, analyze results, and correct problems.	# of corrections	13,607	846	14,453	9.17	2,079.6	GS 510	12	1.171	FRA
C-5.6.5.1.2b	Execute data comparison routines, analyze results, and correct problems.	# of corrections				9.17	129.3	GS 510	12	0.073	PAY
C-5.6.5.2.1	Generate internal reports.	# of reports	4,023	309	4,332						
C-5.6.5.2.1	Generate internal reports.	# of reports	268	21	289	28.75	128.5	GS 510	9	0.072	FRA
C-5.6.5.2.1	Generate internal reports.	# of reports				28.75	9.9	GS 510	9	0.006	PAY
C-5.6.5.2.2	Resolve application and user issues that disrupt user operations.	# of issues	6,682	1,874	8,556						
C-5.6.5.2.2	Resolve application and user issues that disrupt user operations.	# of issues	835	234	1,070	34.22	476.4	GS 510	13	0.268	FRA
C-5.6.5.2.2	Resolve application and user issues that disrupt user operations.	# of issues				34.22	133.6	GS 510	13	0.075	PAY
C-5.6.5.2.3	Coordinate scheduled downtimes.	# of notifications	84	6	90	20.00	28.0	GS 510	12	0.016	FRA
C-5.6.5.2.3	Coordinate scheduled downtimes.	# of notifications				20.00	2.0	GS 510	12	0.001	PAY
C-5.6.5.2.4	Analyze, update, and submit B&R codes to the CO for approval.	# of updated B&R codes	4,529	0	4,529						
C-5.6.5.2.5	Prepare, execute, and validate transmission of B&R data to other systems.	# of transmissions	14	0	14						
TRAVEL MANAGER (TM) SUPPORT											
C-5.6.6.1.1	Perform TM application tests and report problems detected to the CO.	# of test cases	1,465	6	1,471						
C-5.6.6.1.1	Perform TM application tests and report problems detected to the CO.	# of test cases	733	3	736	26.67	325.6	GS 510	13	0.183	FRA
C-5.6.6.1.1	Perform TM application tests and report problems detected to the CO.	# of test cases				26.67	1.3	GS 510	13	0.001	PAY
C-5.6.6.1.2	Resolve errors detected in testing new versions and upgrades.	# of errors	232	880	1,112	15.00	58.0	GS 510	13	0.033	FRA
C-5.6.6.1.2	Resolve errors detected in testing new versions and upgrades.	# of errors				15.00	220.0	GS 510	13	0.124	PAY
C-5.6.6.2.1	Receive and input updated TM tables.	# of updates	360	120	480	26.00	156.0	GS 510	12	0.088	FRA
C-5.6.6.2.1	Receive and input updated TM tables.	# of updates				26.00	52.0	GS 510	12	0.029	PAY
C-5.6.6.2.2	Manually update TM information.	# of updates	1,607	12	1,619						
C-5.6.6.2.2	Manually update TM information.	# of updates	804	6	810	25.50	341.5	GS 510	12	0.192	FRA
C-5.6.6.2.2	Manually update TM information.	# of updates				25.50	2.6	GS 510	12	0.001	PAY
C-5.6.6.2.3	Prepare documentation and notify users of issues in TM data or software.	# of problems reported	192	4	196	53.67	171.7	GS 510	12	0.097	FRA

C-5.6.6.2.3	Prepare documentation and notify users of issues in TM data or software.	# of problems reported				53.67	3.6	GS 510	12	0.002	PAY
SUPPORT FOR OTHER APPLICATIONS											
C-5.6.7.1.1	Provide procurement or development recommendations.	# of recom-mendations	26	3	29	108.67	47.1	GS 510	12	0.027	FRA
C-5.6.7.1.1	Provide procurement or development recommendations.	# of recom-mendations				108.67	5.4	GS 510	12	0.003	PAY
C-5.6.7.1.2	Perform software maintenance.	# of changes	131	52	183	52.50	114.6	GS 510	11	0.065	FRA
C-5.6.7.1.2	Perform software maintenance.	# of changes				52.50	45.5	GS 510	11	0.026	PAY
C-5.6.7.1.3	Prepare training materials.	# of trng materials	159	2	161	47.50	125.9	GS 510	11	0.071	FRA
C-5.6.7.1.3	Prepare training materials.	# of trng materials				47.50	1.6	GS 510	11	0.001	PAY
C-5.6.7.1.4a	Provide training for users of other applications.	# of indivi. trained on 1-on-1 instruction	342	2	344	46.00	262.2	GS 510	12	0.148	FRA
C-5.6.7.1.4a	Provide training for users of other applications.	# of indivi. trained on 1-on-1 instruction				46.00	1.5	GS 510	12	0.001	PAY
C-5.6.7.1.4b	Provide training for users of other applications.	# of classes	29	1	30	315.00	152.3	GS 510	12	0.086	FRA
C-5.6.7.1.4b	Provide training for users of other applications.	# of classes				315.00	5.3	GS 510	12	0.003	PAY
C-5.6.7.1.5	Document and distribute operational system documentation.	# of document files	16	0	16	510.00	136.0	GS 510	13	0.077	FRA

TOTAL REQUIRED HOURS

10095.4

FTEs

5.684

**APPENDIX J
CROSSWALK PWS TO STAFFING
FINANCIAL REPORTS WORKLOAD DATA (SECTION 5.7)**

Specific Task Paragraph	Task	Unit of Measure	Total Excl FRA	Total	Tech-nical Estimate	Total Required Hours	Series	Grade	Required Raw FTEs	New Location
GENERAL ACCOUNTING										
C-5.7.2.1.1	Prepare & submit International Transaction Rprt (A-65).	# of reports		52	130.00	112.67	GS 510	11	0.063	FO
C-5.7.2.1.1	Prepare & submit International Transaction Rprt (A-65).	# of corrected reports		9	85.00	12.75	GS 510	11	0.007	FO
C-5.7.2.1.2	Review, reconcile, consolidate, and submit International Transaction Reports (A-65) received from field offices and FSCs.	# of consolidated reports		52	60.00	52.00	GS 510	11	0.029	FRA
C-5.7.2.2.1	Prepare and submit Plant Acquisition and Construction Report.	# of reports		12	10.00	2.00	GS 510	11	0.001	FRA
C-5.7.2.3.1	Prepare and submit SF 133.	# of appropriations reported		730	31.67	385.32	GS 510	13	0.217	FRA

C-5.7.2.4.1	Prepare and submit Aging Schedule Statement of Differences Balance Summary Report.	# of reported differences		129	15.00	32.25	GS 525	7	0.018	FRA
C-5.7.2.5.1	Update and submit Master Appropriation File (MAF).	# of changes to MAF		3	120.00	6.00	GS 510	13	0.003	FRA
C-5.7.2.5.1	Analyze, update, and submit Account Grouping Worksheets (AGWs).	# of accounts		145	300.00	725.00	GS 510	13	0.408	FRA
C-5.7.2.5.1	Prepare and submit initial pre-closing Adjusted Trial Balances.	# of submissions		12	180.00	36.00	GS 510	13	0.020	FRA
C-5.7.2.5.1	Prepare and submit FACTS I NOTES.	# of NOTES		50	60.00	50.00	GS 510	13	0.028	FRA
C-5.7.2.5.1	Reconcile AGWs with accountability report.	# of reconciliations		54	60.00	54.00	GS 510	13	0.030	FRA
C-5.7.2.5.1	Prepare and submit adjustments to FACTS I data.	# of submissions		2	300.00	10.00	GS 510	13	0.006	FRA
C-5.7.2.5.1	Reconcile AGWs with accountability report and notes.	# of reconciliations		27	300.00	135.00	GS 510	13	0.076	FRA
C-5.7.2.5.1	Respond to audit inquiries for FACTS I data.	# of questions		71	90.00	106.50	GS 510	13	0.060	FRA
C-5.7.2.6.1	Perform tie point analysis during preparation and after submission of SF 133.	# of corrections made from tie point comparison		1059	21.88	386.18	GS 510	13	0.217	FRA
C-5.7.2.6.2	Maintain FACTS II extract file for budgetary reporting.	# of actions taken		768	5.00	64.00	GS 510	12	0.036	FRA
C-5.7.2.6.2	Maintain FACTS II extract file for budgetary reporting.	# of footnotes		18	10.00	3.00	GS 510	12	0.002	FRA
C-5.7.2.6.3	Transmit FACTS II extract files.	# of transmissions		9	60.00	9.00	GS 510	12	0.005	FRA
C-5.7.2.6.3	Transmit FACTS II extract files.	# of edit errors		20	20.00	6.67	GS 510	12	0.004	FRA
C-5.7.2.7.1	Prepare and submit consolidated Federal Support Survey Report (CASE Report).	# of reports		1	3,300.00	55.00	GS 510	12	0.031	FRA
C-5.7.2.7.1	Prepare and submit consolidated Federal Support Survey Report (CASE Report).	# of corrections		69	155.00	178.25	GS 510	12	0.100	FRA
C-5.7.2.8.1	Prepare and submit Report on Emergency Response Fund.	# of new CIDs obligated		93	15.00	23.25	GS 510	13	0.013	FRA
C-5.7.2.9.1	Prepare and submit Report on Resources for Financial Management Activities (Exhibit 52).	# of reports		15	60.00	15.00	GS 510	12	0.008	FRA
C-5.7.2.9.1	Prepare and submit Report on Resources for Financial Management Activities (Exhibit 52).	# of revised reports		1	180.00	3.00	GS 510	12	0.002	FRA
C-5.7.2.10.1	Prepare and submit Status of Appropriations Report.	# of rpts distributed		1512	20.00	504.00	GS 525	7	0.284	FRA
C-5.7.2.11.1	Prepare and submit Report on Results of Operations on NWF and D&D Funds.	# of reports		2	2,040.00	68.00	GS 510	12	0.038	FRA
C-5.7.2.12.1	Prepare and submit Report of Contractor Property Asset Sales.	# of reports		36	92.86	55.72	GS 510	11	0.031	FRA
PAYMENT										
C-5.7.3.1.1	Prepare and submit consolidated Prompt Pay and Electronic Funds transfer report.	# of final reports		9	240.00	36.00	GS 510	11	0.020	PAY
C-5.7.3.2.1	Prepare and submit Reports of Erroneous Payment.	# of reports transmitted		56	118.75	110.83	GS 510	11	0.062	PAY
C-5.7.3.3.1	Prepare and submit economic impact analysis report.	# of reports		9	645.00	96.75	GS 510	11	0.054	PAY
BILLINGS AND COLLECTIONS										

C-5.7.4.1.1a	Prepare and submit quarterly SF 220.9 Report (Report on Receivables Due from the Public), Part I (Status of Receivables) and Part II (Debt Management Tool and Techniques Performance Data).	# of FO reports	8		138.00	18.4	GS 510	9	0.010	FRA
C-5.7.4.1.1a	See Description Above	# of FO reports		84	138.00	182.0	GS 510	9	0.102	FO
C-5.7.4.1.1b	Prepare and submit quarterly SF 220.9 Report (Report on Receivables Due from the Public), Part I (Status of Receivables) and Part II (Debt Management Tool and Techniques Performance Data).	# of feeder reports from integrated contractors		112	258.75	483.00	GS 510	9	0.272	FO
C-5.7.4.1.2	Review, reconcile, and consolidate SF 220.9 Report.	# of feeder reports		108	60.00	108.00	GS 510	11	0.061	FRA
C-5.7.4.2.1	Prepare and submit Current Status of Accounts Receivables from Foreign Obligors Report.	# of foreign receivables		150	105.00	262.50	GS 510	11	0.148	FRA
C-5.7.4.3.1	Prepare & submit statement of payments & cover letters.	# of letters		260	42.50	184.17	GS 510	12	0.104	GA
C-5.7.4.3.1	Prepare & submit statement of payments & cover letters.	# of statements		260	20.00	86.67	GS 510	12	0.049	GA
PAYROLL										
C-5.7.5.2.1	Generate and submit the Work Years and Personnel Costs Report (Basic and Premium Work Years and Pay) and the Work Years and Personnel Costs Report (Cost of Employee's Benefits).	# of reports		1	240.00	4.00	GS 510	9	0.002	FRA
C-5.7.5.1.1	Generate and submit Non-Cash Fringe Benefits Report.	# of reports		52	63.63	55.15	GS 510	11	0.031	FO
C-5.7.5.2.2	Prepare and submit the Work Years and Personnel Costs Report (Leave Earned and Used).	# of reports		1	240.00	4.00	GS 510	9	0.002	FRA
C-5.7.5.3.1	Prepare and submit Intergovernmental Personnel Act Payment Report (IRS Form 945).	# of reports		1	240.00	4.00	GS 510	9	0.002	FRA
C-5.7.5.4.1	Prepare and submit Report of Federal Employment and Wages.	# of reports		100	5.00	8.33	GS 510	9	0.005	FRA
TRAVEL										
C-5.7.6.1.1a	Prepare & submit Non-Federal Source Travel Payment report.	# of reports		43	93.00	66.65	GS 510	11	0.038	FO
C-5.7.6.1.1	Prepare & submit Non-Federal Source Travel Payment report.	# of travel authorizations		87	25.00	36.25	GS 510	11	0.020	FRA
C-5.7.6.1.2	Receive, consolidate, and submit, Non-Federal Source Travel Payment report.	# of reports		2	2,400.00	80.00	GS 510	12	0.045	FRA
C-5.7.6.1.2	Receive, consolidate, and submit, Non-Federal Source Travel Payment report.	# of travel authorizations		157	25.00	65.42	GS 510	12	0.037	FRA
MONTH-END CLOSINGS										
C-5.7.7.1.1	Reconcile and correct differences reported on FMS 6653.	# of differences		46	75.00	57.50	GS 510	12	0.032	FRA
C-5.7.7.1.2	Reconcile collection reports with DOE's primary accounting and reporting system.	# of reports reconciled	12		73.33	14.7	GS 510	12	0.008	FRA
C-5.7.7.1.2	Reconcile collection reports with DOE's primary accounting and reporting system.	# of reports reconciled		233	73.33	284.76	GS 510	12	0.160	FO

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C-5.7.7.1.3a	Prepare and transmit SF 224.	# of cat. of disburse. & collections reconciled (types of DCS)		4142	6.00	414.2	GS 510	12	0.175	FRA
C-5.7.7.1.3a	Prepare and transmit SF 224.	see above					GS 510	12	0.058	PAY
C-5.7.7.1.3b	Prepare and transmit SF 224.	# of entries in GOALS II		2893	20.00	964.3	GS 510	12	0.407	FRA
C-5.7.7.1.3b	Prepare and transmit SF 224.	# of entries in GOALS II					GS 510	12	0.136	PAY
C-5.7.7.1.3c	Prepare and transmit SF 224.	# of transmissions		180	32.22	96.7	GS 510	12	0.041	FRA
C-5.7.7.1.3c	Prepare and transmit SF 224.	# of transmissions					GS 510	12	0.014	PAY
C-5.7.7.2.1a	Prepare and submit supplemental SF 224.	# of cat. of disburse. & collections reconciled (types of DCS)		395	60.00	395.0	GS 510	12	0.167	FRA
C-5.7.7.2.1a	Prepare and submit supplemental SF 224.	see above					GS 510	12	0.056	PAY
C-5.7.7.2.1b	Prepare and submit supplemental SF 224.	# of transmissions		20	29.33	9.8	GS 510	12	0.004	FRA
C-5.7.7.2.1b	Prepare and submit supplemental SF 224.	# of transmissions					GS 510	12	0.001	PAY
C-5.7.7.2.1c	Prepare and submit supplemental SF 224.	# of entries in GOALS II		863	27.86	400.7	GS 510	12	0.169	FRA
C-5.7.7.2.1c	Prepare and submit supplemental SF 224.	# of entries in GOALS II					GS 510	12	0.056	PAY
C-5.7.7.3.1	Review, analyze, and coordinate correction of differences reported on FMS 6652.	# of differences on FMS 6652		474	45.33	358.1	GS 510	12	0.151	FRA
C-5.7.7.3.1	Review, analyze, and coordinate correction of differences reported on FMS 6652.	# of differences on FMS 6652					GS 510	12	0.050	PAY
YEAR-END CLOSINGS										
C-5.7.8.1.1	Review and analyze financial statements to compare current year balances with prior year balances.	# of significant differences	159		225.00	596.3	GS 510	13	0.336	FRA
C-5.7.8.1.1	Review and analyze financial statements to compare current year balances with prior year balances.	# of significant differences		416	115.66	495.4	GS 510	13	0.279	FO
C-5.7.8.1.1a	Develop, collect, and compile footnotes and other supplemental stewardship information reports.	# of footnotes	441		225.00	1,653.8	GS 510	13	0.931	FRA
C-5.7.8.1.1a	See Description Above	# of footnotes		610	115.66	325.8	GS 510	13	0.183	FO
C-5.7.8.1.1b	Develop, collect, and compile footnotes and other supplemental stewardship information reports.	# of reports	2686		25.00	1,119.2	GS 510	13	0.630	FRA
C-5.7.8.1.1b	See Description Above	# of reports		2758	145.77	174.9	GS 510	13	0.098	FO
C-5.7.8.1.1	Conduct reconciliation of pension/PRB information for financial statements footnote.	# of disclosures from Policy		169	60.00	169.0	GS 510	12	0.095	FRA
C-5.7.8.1.1	Compile and correct Consolidation Schedules.	# of schedules		168	180.00	504.0	GS 510	12	0.284	FRA
C-5.7.8.1.1	Compile and correct supplemental Schedule of Intragovernmental Amounts.	# of agencies		28	Included in other categories					
C-5.7.8.1.1	Compile and correct supplemental breakdown to Statement of Budgetary Resources.	# of major appropriations		91	Included in other categories					

C-5.7.8.1.1	Review, research, and analyze selected account activity.	# of accounts with abnormal balances		80	120.94	161.3	GS 510	12	0.091	FRA
C-5.7.8.1.1	Develop footnotes based on analysis of abnormal balances.	# of footnotes		43	85.27	61.1	GS 510	12	0.034	FRA
C-5.7.8.1.1	Record special year-end and audit adjusting entries (e.g., environmental liabilities and post retirement benefits).	# of entries	142		215.00	508.8	GS 510	13	0.287	FRA
C-5.7.8.1.1	Record special year-end and audit adjusting entries (e.g., environmental liabilities and post retirement benefits).	# of entries		510	215.00	1,318.7	GS 510	13	0.742	FO
C-5.7.8.1.1	Coordinate & respond to questions from CO & auditors concerning financial statements & provide add'l data.	# of questions	909		150.00	2,272.5	GS 510	13	1.280	FRA
C-5.7.8.1.1	Coordinate and respond to questions from CO & auditors concerning financial statements & provide additional data.	# of questions		2091	57.23	1,127.4	GS 510	13	0.635	FO
C-5.7.8.2.1	Review and analyze abnormal balances from MARS-generated FMS 2108.	# of abnormal balances	71		81.67	96.64	GS 510	12	0.054	FRA
C-5.7.8.2.1	Review and analyze abnormal balances from MARS-generated FMS 2108.	# of abnormal balances		124	232.50	205.38	GS 510	12	0.116	FO
C-5.7.8.2.1	Review outstanding obligations against source documents.	# of source docs reviewed		4564	18.80	1,430.05	GS 510	12	0.805	FO
C-5.7.8.2.1	Develop footnotes for negative balances on FMS 2108.	# of footnotes	3		600.00	30.0	GS 510	13	0.017	FRA
C-5.7.8.2.1	Develop footnotes for negative balances on FMS 2108.	# of footnotes		26	176.67	67.7	GS 510	12	0.038	FO
C-5.7.8.2.1	Make manual adjusting entries to FMS 2108.	# of statement-level adjustments		5	120.00	10.00	GS 510	13	0.006	FRA
C-5.7.8.2.1	Consolidate and submit FMS 2108 to Treasury.	# of FO feeder rpts		21	120.00	42.00	GS 510	13	0.024	FRA
C-5.7.8.3.1	Prepare and submit Unfunded Foreign Currency Reservation Accounts Report.	# of reports	1		600.00	10.0	GS 510	13	0.006	FRA
C-5.7.8.3.1	Prepare and submit Unfunded Foreign Currency Reservation Accounts Report.	# of reports		11	29.44	4.9	GS 510	11	0.003	FO
C-5.7.8.3.1	Prepare and submit Unfunded Foreign Currency Reservation Accounts Report.	# of corrected reports		1	600.00	10.00	GS 510	13	0.006	FRA
C-5.7.8.3.2	Review, consolidate, and submit Unfunded Foreign Currency Reservation Accounts Report.	# of consolidated reports		1	600.00	10.00	GS 510	13	0.006	FRA
C-5.7.8.4.1	Prepare and submit Technology Transfer Report.	# of reports		9	46.67	7.00	GS 510	11	0.004	FRA
C-5.7.8.4.2	Prepare & submit consolidated Technol. Transfer Report.	# of FO feeder rpts		16	10.00	2.67	GS 510	12	0.002	FRA
C-5.7.8.5.1	Prepare and submit Federal Aid to States and Local Governments Report and footnote.	# of reports	1		1,200.00	20.0	GS 510	9	0.011	FRA
C-5.7.8.5.1	Prepare and submit Federal Aid to States and Local Governments Report and footnote.	# of reports		13	149.50	29.9	GS 510	9	0.017	FO
C-5.7.8.5.2	Review, consolidate, and submit Federal Aid to States and Local Governments Report.	# of reports		1	90.00	1.50	GS 510	9	0.001	FRA
C-5.7.8.6.1	Prepare and submit Estimated Foreign Currency Collections and Expenditures Report.	# of reports	1		480.00	8.0	GS 510	12	0.005	FRA
C-5.7.8.6.1	See Description Above	# of reports		11	57.50	9.6	GS 510	11	0.005	FO

C-5.7.8.6.2	Review, consolidate, and submit Estimated Foreign Currency Collections and Expenditures report.	# of feeder reports		27	60.00	27.00	GS 510	12	0.015	FRA
C-5.7.8.7.1	Prepare and submit Waiver of Claims for Erroneous Payment report.	# of waivers		15	19.00	4.4	GS 510	11	0.002	PAY
C-5.7.8.7.1	See Description Above	# of waivers			480.00	8.00	GS 510	12	0.005	FRA

TOTAL REQUIRED HOURS

20501.2

FTEs

11.543

(1) was 238.20, 0.134; calculation error corrected.

**APPENDIX K
CROSSWALK PWS TO STAFFING
MONTH-END AND YEAR-END CLOSINGS WORKLOAD DATA (SECTION 5.8)**

Specific Task Para	Task	Unit of Measure	Total	Tech-nical Est.	Total Required Hours	Series	Grade	Required Raw FTEs	New Location
MONTH-END CLOSINGS									
C-5.8.2.2.1	Execute interfaces with DOE's primary accounting and reporting system.	# of interfaces	48	240.00	192.00	GS 510	12	0.108	FRA
C-5.8.2.2.2a	Process data in automated sub-systems that interface with DOE's primary accounting and reporting system.	# of interfaces	216	33.38	113.5	GS 510	12	0.064	GA
C-5.8.2.2.2a	Process data in automated sub-systems that interface with DOE's primary accounting and reporting system.	# of interfaces		33.38	6.68	GS 510	13	0.004	FRA
C-5.8.2.2.2b	Process data in automated sub-systems that interface with DOE's primary accounting & reporting system.	# of errors corrected	473	39.44	310.9	GS 510	13	0.175	GA
C-5.8.2.3.1a	Submit requests for creation and modification of edits, and update edits based on approved requests.	# of requests	314	11.11	29.1	GS 510	12	0.016	GA
C-5.8.2.3.1a	Submit requests for creation and modification of edits, and update edits based on approved requests.	# of requests		11.11	29.07	GS 510	13	0.016	FRA
C-5.8.2.3.1b	Submit requests for creation and modification of edits, and update edits based on approved requests.	# of edits	383	19.00	88.4	GS 510	12	0.050	GA
C-5.8.2.3.1b	Submit requests for creation and modification of edits, and update edits based on approved requests.	# of edits		19.00	32.93	GS 510	13	0.019	FRA
C-5.8.2.3.2	Perform a series of edits and analysis to verify month-end data is error free in DOE's primary accounting and reporting system.	# of discrepancies (e.g., edits, incorrect transactions)	11710	12.00	2,275.6	GS 510	12	1.281	GA
C-5.8.2.3.2	See Description above.	above		55.00	304.33	GS 510	13	0.171	FRA
C-5.8.2.4.1	Process Departmental financial data.	# of files	147	60.00	31.0	GS 510	12	0.017	GA
C-5.8.2.4.1	Process Departmental financial data.	# of files		60.00	116.00	GS 510	12	0.065	FRA

C-5.8.2.5.1	Generate and distribute internal month-end reports.	# of internal reports	6335	5.00	463.9	GS 510	12	0.261	GA
C-5.8.2.5.1	Generate and distribute internal month-end reports.	# of internal reports		15.00	192.00	GS 510	11	0.108	FRA
YEAR-END CLOSINGS									
C-5.8.3.1.1	Run year-to-date edits and resolve discrepancies.	# of edit errors	1167	52.00	990.6	GS 510	12	0.558	GA
C-5.8.3.1.1	Run year-to-date edits and resolve discrepancies.	# of edit errors		52.00	20.80	GS 510	13	0.012	FRA
C-5.8.3.1.1	Generate and review special year-end edits and correct discrepancies.	# of corrections	512	43.00	326.8	GS 510	12	0.184	GA
C-5.8.3.1.1	See Description above.	# of corrections		43.00	40.13	GS 510	13	0.023	FRA
C-5.8.3.1.1	Review and correct abnormal balances in the Trial Balance Summary Report.	# of abnormal balances	334	57.55	320.4	GS 510	12	0.180	GA
C-5.8.3.1.1	Perform special year-end confirmation of balances between DOE sites for inter- and intra-office receivables, payables, and advances.	# of confirmations	468	30.00	234.0	GS 510	12	0.132	GA
C-5.8.3.1.1	Reconcile contractor certification letters and recommend transfer of funds between designated contractors.	# of reconciliations	11	100.00	18.3	GS 510	13	0.010	GA
C-5.8.3.1.1	Record accruals in DOE's primary accounting and reporting system for annual leave and compensatory time at year-end.	# of transactions	236	37.22	146.4	GS 510	12	0.082	GA
C-5.8.3.2.1	Enable dual year capability.	# of events	44	45.00	30.8	GS 510	13	0.017	GA
C-5.8.3.2.1	Enable dual year capability.	# of events		45.00	2.25	GS 510	13	0.001	FRA
C-5.8.3.2.2	Perform year-end closing.	# of events	141	58.13	123.0	GS 510	12	0.069	GA
C-5.8.3.2.2	Perform year-end closing.	# of events		58.13	13.56	GS 510	13	0.008	FRA
C-5.8.3.3.1	Perform Departmental consolidation to process financial data.	# of events	25	600.00	250.00	GS 510	13	0.141	FRA
C-5.8.3.4.1	Generate and distribute internal year-end reports.	# of internal reports	962	53.06	787.1	GS 510	11	0.443	GA
C-5.8.3.4.1	Generate and distribute internal year-end reports.	# of internal reports		60.00	72.00	GS 510	13	0.041	FRA
C-5.8.3.5.1	Conduct annual reconciliation of legal representation letter to contingency footnote.	# of legal cases	79	60.00	79.00	GS 510	13	0.044	FRA

TOTAL REQUIRED HOURS

7640.5

FTEs

4.302

TOTAL UNADJUSTED REQUIRED FTES

95.835

APPENDIX M SUMMARY OF PWS CROSSWALK BY FUNCTION

Purpose: These charts show the raw FTE numbers by functional area and what part of the MEO they are assigned to and ultimately staffed in.

GENERAL ACCOUNTING

Series/ Organizational Area	Grade	Field Offices	Field Office - ABQ	GA	FRA	PAY	Grand Total
GS 510	9			4.812			4.812
	11	6.821		7.819			14.640
	12		0.151	2.650	0.640		3.442
	13		0.350	1.098	0.200		1.648
GS 510 Total		6.821	0.501	16.380	0.840		24.543
GS 525	7			2.184			2.184
	6	1.627		2.206			3.832
GS 525 Total		1.627		4.390			6.016
GS 0301	9					0.850	0.850
GS 0301 Total						0.850	0.850
Grand Total		8.448	0.501	20.770	0.840	0.850	31.409

PAYMENTS

Series/ Organizational Area	Grade	Field Offices	PAY	TP	Grand Total
GS 0525	6	3.882			3.882
	7	0.245		0.500	0.745
GS 0525 Total		4.127		0.500	4.627
GS 0510	9		1.800		1.800
	11		0.299		0.299
	12	2.754	0.521		3.275
GS 0510 Total		2.754	2.619		5.374
Contractor	(blank)		9.127		9.127
Contractor Total			9.127		9.127
GS 0303	4		1.813		1.813
	6		0.470		0.470
GS 0303 Total			2.283		2.283
Grand Total		6.882	14.030	0.500	21.411

**APPENDIX M
SUMMARY OF PWS CROSSWALK BY FUNCTION**

BILLING

Series/ Organizational Area	Grade	TP	Grand Total
GS 510	9	1.593	1.593
	12	0.121	0.121
GS 510 Total		1.714	1.714
GS 525	7	1.468	1.468
	6	1.860	1.860
GS 525 Total		3.328	3.328
Grand Total		5.043	5.043

PAYROLL

Series/ Organizational Area	Grade	TP	FRA	Grand Total
GS 0510	9	0.245		0.245
	11	0.734	0.041	0.774
GS 0510 Total		0.979	0.041	1.020
GS 0525	7	3.397		3.397
GS 0525 Total		3.397		3.397
Grand Total		4.376	0.041	4.417

TRAVEL SERVICES

Series/ Organizational Area	Grade	Field Offices	TP	Grand Total
GS 510	9	2.447	0.667	3.114
	12		4.089	4.089
GS 510 Total		2.447	4.756	7.203
GS 525	6		4.185	4.185
	7	0.021	0.617	0.638
GS 525 Total		0.021	4.802	4.823
Grand Total		2.467	9.559	12.026

APPENDIX M SUMMARY OF PWS CROSSWALK BY FUNCTION

FINANCIAL SYSTEMS

Series/ Organizational Area	Grade	FRA	PAY	Grand Total
GS 510	9	0.240	0.081	0.321
	11	0.334	0.168	0.501
	12	3.526	0.575	4.101
	13	0.561	0.200	0.761
GS 510 Total		4.660	1.024	5.684
Grand Total		4.660	1.024	5.684

FINANCIAL REPORTING

Series/ Organizational Area	Grade	Field Offices	FRA	GA	PAY	Grand Total
GS 510	9	0.391	0.034			0.425
	11	0.147	0.295		0.140	0.582
	12	1.119	2.047	0.152	0.371	3.664 (1)
	13	1.938	4.606			6.544
GS 510 Total		3.596	6.982	0.152	0.511	11.215
GS 525	7		0.302			0.302
GS 525 Total			0.302			0.302
Grand Total		3.596	7.284	0.152	0.511	11.543

MONTH END-YEAR END

Series/ Organizational Area	Grade	FRA	GA	Grand Total
GS 510	11	0.108	0.443	0.551
	12	0.173	2.896	3.069
	13	0.479	0.203	0.682
GS 510 Total		0.761	3.541	4.302
Grand Total		0.761	3.541	4.302

Key:

PAY= Payments Division, Oak Ridge GA=Accounting Ops Division, General Accounting Team FRA= Financial Reporting and Analysis Division TP= Accounting Ops Division, Transactions Processing FO=Field Offices
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(1) Was 1.093, corrected per calculation error found
Revised 11/10/03

APPENDIX N
UNADJUSTED REQUIRED HOURS TO ADJUSTED STAFFING IN FTES BY ORGANIZATIONAL ELEMENT

POSITION	GRADE	Un-adjusted FTEs (1)	Administrative (2)	Training (3)	Breaks (4)	Unadjust + Adjustments (5)	MEO Adjusted FTEs (6)	Functional Area	Notes
ENERGY FINANCE AND ACCOUNTING SERVICE CENTER (EFASC), OFFICE OF THE DIRECTOR (PROGRAM MGR.)									
Director (Program Manager)	15						1.00	n/a	
Quality Control Accountant	14						1.00	n/a	
EFASC DIV. TOTAL:		-	-	-	-	-	2.00		
FINANCIAL REPORTING AND ANALYSIS (FAR)									
FAR, OFFICE OF THE DIRECTOR									
Director (Supervisory Accountant)	15				-	-	0.75		(a)
Program Support Specialist	9		-	-	-	-	0.40		(b)
FRA, OFFICE OF DIR. SUB-TOTAL:		-	-	-	-	-	1.15		
FINANCIAL REPORTING TEAM									
Accountant	14	-	-	-	-	-	1.00		
Accountant	13	0.200	0.00	0.00	0.01	0.22	-	GA	
Accountant	13	0.479	0.01	0.00	0.03	0.52	-	ME/YE	
Accountant	13	4.606	0.06	0.05	0.29	5.00	4.00	FR	
Accountant	12	0.640	0.01	0.01	0.04	0.69	1.00	GA	
Accountant	12	0.173	0.00	0.00	0.01	0.19	-	ME/YE	
Accountant	12	2.047	0.03	0.02	0.13	2.22	3.00	FR	
Accountant	11	0.108	0.00	0.00	0.01	0.12	-	ME/YE	
Accountant	11	0.295	0.00	0.00	0.02	0.32	1.00	FR	
Accountant	11	0.041	0.00	0.00	0.00	0.04	-	PRL	
Accountant	9	0.034	0.00	0.00	0.00	0.04	-	FR	
Account Technician	7	0.302	0.00	0.00	0.02	0.33	-	FR	

APPENDIX N
UNADJUSTED REQUIRED HOURS TO ADJUSTED STAFFING IN FTES BY ORGANIZATIONAL ELEMENT

POSITION	GRADE	Un-adjusted FTEs (1)	Administrative (2)	Training (3)	Breaks (4)	Unadjust + Adjustments (5)	MEO Adjusted FTEs (6)	Functional Area	Notes
FIN REPORTING TEAM SUB-TOTAL:		8.925	0.12	0.09	0.55	9.69	10.00		
FINANCIAL SYSTEMS TEAM									
Systems Accountant	13	0.561	0.01	0.01	0.03	0.61	2.00	FS	
Systems Accountant	12	3.526	0.08	0.04	0.22	3.86	4.00	FS	
Systems Accountant	11	0.334	0.01	0.00	0.02	0.37	1.00	FS	
Systems Accountant	9	0.240	0.01	0.00	0.01	0.26	-	FS	
FIN SYSTEMS OPS BRANCH SUB-TOTAL:		4.661	0.10	0.05	0.29	5.10	7.00		
FRA DIVISION TOTAL:		13.586	0.23	0.14	0.84	14.79	18.15		
ACCOUNTING OPERATIONS DIVISION									
ACCOUNTING OPERATIONS, OFFICE OF THE DIRECTOR									
Director (Supervisory Accountant)	15						1.00	n/a	
Program Support Specialist	9						0.90	n/a	[c]
ACCT OPS, OFFICE OF THE DIRECTOR SUB-TOTAL:		-	-	-	-	-	1.90		
GENERAL ACCOUNTING TEAM									
Limited Supervisory Team Lead	14		-	-	-		1.00	GA	
Accountant	13	1.098	0.01	0.01	0.07	1.19	1.00	GA	

APPENDIX N
UNADJUSTED REQUIRED HOURS TO ADJUSTED STAFFING IN FTES BY ORGANIZATIONAL ELEMENT

POSITION	GRADE	Un-adjusted FTEs (1)	Administrative (2)	Training (3)	Breaks (4)	Unadjust + Adjustments (5)	MEO Adjusted FTEs (6)	Functional Area	Notes
Accountant	13	0.203	0.00	0.00	0.01	0.22	-	ME/YE	was .48
Accountant	12	2.650	0.04	0.03	0.16	2.88	3.00	GA	
Accountant	12	0.152	0.00	0.00	0.01	0.17	-	FR	
Accountant	12	2.896	0.04	0.03	0.18	3.14	2.00	ME/YE	was .17
Accountant	11	7.819	0.11	0.08	0.48	8.49	9.00	GA	
Accountant	11	0.443	0.01	0.00	0.03	0.48	-	ME/YE	
Accountant	9	4.812	0.07	0.05	0.30	5.22	6.00	GA	
Accounting Technician	7	2.184	0.03	0.02	0.14	2.37	2.00	GA	
Accounting Technician	6	2.206	0.03	0.02	0.14	2.39	3.00	GA	
GENERAL ACCOUNTING TEAM SUB-TOTAL:		24.462	0.33	0.25	1.52	26.56	27.00		
TRANSACTIONS PROCESSING BRANCH									
Limited Supervisory Team Lead	13		-	-	-	-	1.00		
Accountant	12	4.089	0.06	0.04	0.25	4.44	4.00	TRV	
Accountant	12	0.121	0.00	0.00	0.01	0.13	-	B&C	
Accountant	11	0.734	0.01	0.01	0.05	0.80	1.00	PRL	
Accountant	9	1.593	0.02	0.02	0.10	1.73	1.00	B&C	
Accountant	9	0.245	0.00	0.00	0.02	0.27	1.00	PRL	
Accountant	9	0.667	0.01	0.01	0.04	0.72	1.00	TRV	
Accounting Technician	7	1.468	0.02	0.01	0.09	1.59	1.00	B&C	
Accounting Technician	7	3.397	0.05	0.03	0.21	3.69	3.00	PRL	
Accounting Technician	7	0.500	0.01	0.01	0.03	0.54	1.00	PAY	

**APPENDIX N
UNADJUSTED REQUIRED HOURS TO ADJUSTED STAFFING IN FTES BY ORGANIZATIONAL ELEMENT**

POSITION	GRADE	Un-adjusted FTEs (1)	Administrative (2)	Training (3)	Breaks (4)	Unadjust + Adjustments (5)	MEO Adjusted FTEs (6)	Functional Area	Notes
Accounting Technician	7	0.617	0.01	0.01	0.04	0.67	1.00	TRV	
Accounting Technician	6	1.860	0.03	0.02	0.12	2.02	2.00	B&C	
Accounting Technician	6	4.185	0.06	0.04	0.26	4.54	6.00	TRV	
TRANSACTION PROCESS. TEAM SUB-TOTAL:		19.476	0.26	0.20	1.21	21.14	23.00		
CUSTOMER SERVICE AND LIAISON TEAM									
Team Lead Accountant	14						1.00		
ALBUQUERQUE FIELD OFFICE									
Accountant	13	0.680	0.01	0.01	0.04	0.74	1.00		
Accountant	12	0.510	0.01	0.01	0.03	0.55	-		Was .37
Accountant	11	1.900	0.03	0.02	0.12	2.06	2.00		Was 1.89
Accountant	9	1.510	0.02	0.02	0.09	1.64	2.00		
Accounting Technician	7	0.070	0.00	0.00	0.00	0.08	-		
Accounting Technician	6	1.580	0.02	0.02	0.10	1.72	2.00		
OAKRIDGE FIELD OFFICE									
Accountant	13	0.460	0.01	0.00	0.03	0.50	1.00		Was .44
Accountant	12	0.610	0.01	0.01	0.04	0.66	-		Was .62
Accountant	11	0.780	0.01	0.01	0.05	0.85	1.00		
Accountant	9	0.330	0.00	0.00	0.02	0.36	-		
Accounting Technician	7	0.010	0.00	0.00	0.00	0.01	-		
Accounting Technician	6	0.540	0.01	0.01	0.03	0.59	1.00		Was .55

APPENDIX N
UNADJUSTED REQUIRED HOURS TO ADJUSTED STAFFING IN FTES BY ORGANIZATIONAL ELEMENT

POSITION	GRADE	Un-adjusted FTEs (1)	Administrative (2)	Training (3)	Breaks (4)	Unadjust + Adjustments (5)	MEO Adjusted FTEs (6)	Functional Area	Notes
GERMANTOWN FIELD OFFICE									
Accountant	13	0.240	0.00	0.00	0.01	0.26	0.50		
Accountant	12	0.580	0.01	0.01	0.04	0.63	1.00		
Accountant	11	2.050	0.03	0.02	0.13	2.23	2.00		
Accountant	9	-	-	-	-	-	-		Was .59, adj 1.0 FTE
Accounting Technician	6	1.790	0.02	0.02	0.11	1.94	2.00		Was 2.25
CHICAGO FIELD OFFICE									
Accountant	13	0.160	0.00	0.00	0.01	0.17	-		Was .15
Accountant	12	0.940	0.01	0.01	0.06	1.02	1.00		
Accountant	11	0.410	0.01	0.00	0.03	0.45	0.50		
Accountant	9	0.100	0.00	0.00	0.01	0.11	0.50		
Accounting Technician	7	0.010	0.00	0.00	0.00	0.01	-		
Accounting Technician	6	0.240	0.00	0.00	0.01	0.26	-		
IDAHO FIELD OFFICE									
Accountant	13	0.060	0.00	0.00	0.00	0.07	-		
Accountant	12	0.160	0.00	0.00	0.01	0.17	1.00		
Accountant	11	0.240	0.00	0.00	0.01	0.26	-		
Accountant	9	0.150	0.00	0.00	0.01	0.16	-		
Accounting Technician	7	0.010	0.00	0.00	0.00	0.01			
Accounting Technician	6	0.230	0.00	0.00	0.01	0.25			

APPENDIX N
UNADJUSTED REQUIRED HOURS TO ADJUSTED STAFFING IN FTES BY ORGANIZATIONAL ELEMENT

POSITION	GRADE	Un-adjusted FTEs (1)	Administrative (2)	Training (3)	Breaks (4)	Unadjust + Adjustments (5)	MEO Adjusted FTEs (6)	Functional Area	Notes
NAT'L ENERGY TECH LABORATORIES									
Accountant	13	0.070	0.00	0.00	0.00	0.08	-		
Accountant	12	0.440	0.01	0.00	0.03	0.48	1.00		
Accountant	11	0.770	0.01	0.01	0.05	0.84	-		
Accountant	9	0.080	0.00	0.00	0.00	0.09	1.00		
Accounting Technician	7	0.080	0.00	0.00	0.00	0.09	-		
Accounting Technician	6	0.330	0.00	0.00	0.02	0.36	-		Was .33
SAVANNAH RIVER FO									
Accountant	13	0.460	0.01	0.00	0.03	0.50	-		Was .45
Accountant	12	0.730	0.01	0.01	0.05	0.79	1.40		
Accountant	11	0.950	0.01	0.01	0.06	1.03	1.00		
Accountant	9	0.140	0.00	0.00	0.01	0.15	-		
Accounting Technician	7	0.060	0.00	0.00	0.00	0.07	-		
Accounting Technician	6	0.710	0.01	0.01	0.04	0.77	1.00		Was .70
RICHLAND FIELD OFFICE									
Accountant	13	0.160	0.00	0.00	0.01	0.17	-		
Accountant	12	0.030	0.00	0.00	0.00	0.03	0.75		
Accountant	11	0.250	0.00	0.00	0.02	0.27	-		
Accountant	9	0.140	0.00	0.00	0.01	0.15	-		
Accounting Technician	7	0.020	0.00	0.00	0.00	0.02	-		
Accounting Technician	6	0.090	0.00	0.00	0.01	0.10			

APPENDIX N
UNADJUSTED REQUIRED HOURS TO ADJUSTED STAFFING IN FTES BY ORGANIZATIONAL ELEMENT

POSITION	GRADE	Un-adjusted FTEs (1)	Administrative (2)	Training (3)	Breaks (4)	Unadjust + Adjustments (5)	MEO Adjusted FTEs (6)	Functional Area	Notes
CUSTOMER SERVICE TEAM SUB-TOTAL:		21.860	0.30	0.22	1.35	23.73	25.65		
DIVISION TOTAL:		65.798	0.89	0.67	4.08	71.43	77.55		

PAYMENT DIVISION									
Director (Supervisory Accountant)	14		-	-	-	-	0.90		[d]
Secretary	6	0.470	0.01	0.00	0.03	0.51	0.50	PAY	[e]
Systems Accountant	13	0.200	0.00	0.00	0.01	0.22	1.00	FS	
Accountant	12	0.521	0.01	0.01	0.03	0.57	1.00	PAY	
Accountant	12	0.370	0.01	0.00	0.02	0.40	1.00	FR	
Systems Accountant	12	0.575	0.01	0.01	0.04	0.62	-	FS	
Accountant	11	0.299	0.00	0.00	0.02	0.32	1.00	PAY	
Accountant	11	0.140	0.00	0.00	0.01	0.15	-	FR	
Systems Accountant	11	0.168	0.00	0.00	0.01	0.18	-	FS	
Systems Accountant	9	0.081	0.00	0.00	0.01	0.09	-	FS	
Accountant	9	1.800	0.02	0.02	0.11	1.95	2.00	PAY	
Program Support Specialist	9	0.850	0.01	0.01	0.05	0.92	1.00	GA	(**)
Accounting Technician (Contractor)		9.127	0.12	0.09	0.57	9.91	10.00	PAY	[f]
File Clerk	4	1.810	0.02	0.02	0.11	1.96	2.00	PAY	
PAYMENT TOTAL:		16.411	0.22	0.17	1.02	17.82	20.40		
TOTAL:		95.795	1.34	0.97	5.93	104.04	118.10		

**APPENDIX N
UNADJUSTED REQUIRED HOURS TO ADJUSTED STAFFING IN FTES BY ORGANIZATIONAL ELEMENT**

POSITION	GRADE	Un-adjusted FTEs (1)	Administrative (2)	Training (3)	Breaks (4)	Unadjust + Adjustments (5)	MEO Adjusted FTEs (6)	Functional Area	Notes
Key:		GA=General Acct functional area PAY=Payments functional area B&C=Billing & Collections functional area PRL=Payroll functional area			TRV=Travel functional area FR= Financial Reporting functional area ME/YE= Mth End, Yr. End functional Area FS= Financial Systems functional area				

NOTES

- a. Portion GIN and supervising GIN
- b. Portion performing tasks for GIN. Only 40% part of MEO
- c. Accounting Operations contains inherently governmental activities encompassing approx. 10% of Pgm Asst time.
- d. Payment Division contains inherently governmental activities encompassing approx. 10% of Director's time.
- e. Secretary position is only part-time given workload.
- f. These positions were graded out as GS 06, but the MEO has chosen to continue the existing subcontract performing these payment activities. These positions will not be Government employees in the MEO.

- 1. *Unadjusted FTEs*: represents the raw workload arrived at by calculating the amount of required hours for each and every PWS and administrative and supervisory task.
- 2. *Administrative*: This includes filing time, meeting time, and miscellaneous non-direct work totaling 24 hours per year per FTE
- 3. *Training*: represents annual training hours totaling 18 hours per FTE.
- 4. *Breaks*: represents the mandatory 30 minutes of break per FTE per day. The number in the chart converts this to FTE.
- 5. *Unadjusted plus Adjustments*: represents the total of 1-4
- 6. *MEO Adjusted FTEs*: These numbers are a result of rolling up partial positions and shifting work among the positions. The important element here is that chosen grade levels (i.e. 07, 07, 11, etc.) can perform a variety of tasks outside their immediate grades. This allows a rolling up of activities for the sake of creating efficient use of staff resources.

() This row was inserted (ties to "Added Requirements" task at the bottom of Appendix D)**

Appendix O

Current Staffing to MEO Staffing by Location

Albuquerque FSC (Now Albuquerque Field Office)					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
6	2.00	2.00	0.00		
7	6.50	0.00	-6.50		
8	2.00	0.00	-2.00		
9	0.00	2.00	2.00		
11	2.00	2.00	0.00		
12	9.00	0.00	-9.00		
13	9.00	1.00	-8.00		
14	1.50	0.00	-1.50		
Contractor	3.00	0.00	-3.00		
Total	35.00	7.00	-28.00	-80%	

Note:

Current organization FTEs include vacancies: GS-12=1.000 FTE, GS-14=0.250 FTE

CAC (now Accounting Operations Division and Energy Finance and Accounting Service Center)					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
4	1.00	0.00	-1.00		
5	1.85	0.00	-1.85		
6	0.00	13.00	13.00		
7	16.75	8.00	-8.75		
8	5.00	0.00	-5.00		
9	0.90	0.90	0.00		Program Support Specialist
9	0.90	9.00	8.10		(1)
11	3.60	12.00	8.40		
12	11.15	10.00	-1.15		(2)
13	2.10	2.50	0.40		
14	0.25	2.00	1.75		Supervisory Accountant
14	0.00	1.00	1.00		Quality Control Accountant, EFSAC
15	0.00	2.00	2.00		Director, Accounting Operations, Director EFSAC
Total	43.50	60.40	16.90	39%	

Notes:

MEO includes field office, General Accounting and Transaction Processing Teams, and Customer Service and Liaison Team (Team Lead only)

Current organization FTEs include vacancies: GS-5 = 1.0 FTE, GS-8 =1.0 FTE, GS-7 = 1.0 FTE.

Appendix O
Current Staffing to MEO Staffing by Location

CHICAGO FIELD OFFICE					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
6	3.30	0.00	-3.30		
9	1.25	0.50	-0.75		
11	0.00	0.50	0.50		
12	1.90	1.00	-0.90		
13	1.40	0.00	-1.40		
14	0.40	0.00	-0.40		
15	0.20	0.00	-0.20		
Total	8.45	2.00	-6.45	-76%	

FCR* (Now Financial Reporting and Accounting Division)					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
7	2.80		-2.80		
9	0.00	0.40	0.40		Program Support Specialist
11	0.40	2.00	1.60		
12	3.82	8.00	4.18		
13	8.47	6.00	-2.47		
14	2.25	1.00	-1.25		
15	0.00	0.75	0.75		Supervisory Accountant
Total	17.74	18.15	0.41	2%	

Note:

FCR is replaced by the Financial Reporting and Analysis Division (FRA) in the MEO. "MEO FTEs" shown are for the FRA Division, which will perform some dissimilar functions from the current FCR.

GOLDEN FIELD OFFICE					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
9	0.05	0.00	-0.05		
11	0.05	0.00	-0.05		
13	0.05	0.00	-0.05		
Contractor	0.80	0.00	-0.80		
Total	0.95	0.00	-0.95	-100%	All GFO workload moved to SR and Acct Ops

IDAHO FIELD OFFICE					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
8	2.90	0.00	-2.90		
11	0.40	0.00	-0.40		
12	0.00	1.00	1.00		
13	0.30	0.00	-0.30		
Total	3.60	1.00	-2.60	-72%	

Appendix O
Current Staffing to MEO Staffing by Location

NATIONAL ENERGY TECHNOLOGY LAB					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
7	0.00	0.00	0.00		
9	0.30	1.00	0.70		
11	0.50	0.00	-0.50		
12	1.75	1.00	-0.75		
13	0.55	0.00	-0.55		
14	0.50	0.00	-0.50		
Contractor	4.80	0.00	-4.80		
Total	8.40	2.00	-6.40	-76%	

NAVAL PETROLEUM RESERVE					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
8	0.35	0.00	-0.35		
11	0.50	0.00	-0.50		
Contractor	1.80	0.00	-1.80		
Total	2.65	0.00	-2.65	-100%	All NPR workload moved to SR

NEVADA FIELD OFFICE					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
4	0.10	0.00	-0.10		
9	0.45	0.00	-0.45		
12	0.50	0.00	-0.50		
13	1.95	0.00	-1.95		NV workload moved to ALB & Shifted to Acct Ops
Total	3.00	0.00	-3.00	-100%	

OAKLAND FIELD OFFICE					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
6	1.00	0.00	-1.00		
9	2.65	0.00	-2.65		
12	1.00	0.00	-1.00		
13	1.35	0.00	-1.35		
14	0.15	0.00	-0.15		
Total	6.15	0.00	-6.15	-100%	OAK workload moved to ALB & Shifted to Acct Ops

OFFICE OF FINANCIAL POLICY					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
13	0.05	0.00	-0.05		
Total	0.05	0.00	-0.05	-100%	OFP workload moved to Accounting Operations

Appendix O
Current Staffing to MEO Staffing by Location

OHIO FIELD OFFICE					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
9	1.60	0.00	-1.60		
11	0.90	0.00	-0.90		
13	1.70	0.00	-1.70		
14	0.80	0.00	-0.80		
Contractor	2.00	0.00	-2.00		
Total	7.00	0.00	-7.00	-100%	OH workload moved to SR and Accounting Ops

Note:

Current organization FTEs include vacancies: Contractor (Financial Technician)=1.000 FTE

OAK RIDGE (Now Payment Division and Field Office)					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
4	0.00	2.00	2.00		Office Clerk formally contractor
6	0.00	1.00	1.00		
6	0.00	0.50	0.50		Secretary
7	5.00	0.00	-5.00		
8	1.90	0.00	-1.90		
9	0.00	1.00	1.00		Program Support Specialist (3)
9	0.55	2.00	1.45		
11	0.00	2.00	2.00		
12	7.55	2.00	-5.55		
13	3.60	2.00	-1.60		
14	0.90	0.90	0.00		Supervisory Accountant
Contractor	8.25	10.00	1.75		
Total	27.75	23.40	-4.35	-16%	Non-Payment functions to Accounting Ops and FRA.

Note:

Current organization FTEs include vacancies: GS-7=5.000 FTE

OSTI					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
11	0.30	0.00	-0.30		
13	0.20	0.00	-0.20		
Total	0.50	0.00	-0.50	-100%	OSTI workload moved to OR and Accounting Ops.

Appendix O
Current Staffing to MEO Staffing by Location

ROCKY FLATS FIELD OFFICE					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
7	1.00	0.00	-1.00		
12	1.00	0.00	-1.00		
13	4.50	0.00	-4.50		
14	0.60	0.00	-0.60		
Contractor	0.00	0.00	0.00		RFFO workload moved to SR
Total	7.10	0.00	-7.10	-100%	and Accounting Ops.

RICHLAND FIELD OFFICE					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
7	0.05	0.00	-0.05		
8	0.85	0.00	-0.85		
11	0.00	0.00	0.00		
12	1.75	0.75	-1.00		
13	0.00	0.00	0.00		
Contractor	1.30	0.00	-1.30		
Total	3.95	0.75	-3.20	-81%	Part workload to Accounting Ops

STRATEGIC PETROLEUM RESERVE OFFICE					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
7	0.20	0.00	-0.20		
12	0.10	0.00	-0.10		
Contractor	0.20	0.00	-0.20		
Total	0.50	0.00	-0.50	-100%	SPRO workload moved to SR

SAVANNAH RIVER FIELD OFFICE					
Grade	Current FTEs	MEO FTEs	Change	Percent Change	Comments
	0.00	1.00			
7	0.00	0.00	0.00		
9	0.00	0.00	0.00		
11	0.00	1.00	1.00		
12	4.03	1.40	-2.63		
13	1.48	0.00	-1.48		
14	0.75	0.00	-0.75		
Contractor	1.00	0.00	-1.00		Includes NPR, SPRO, OH and
Total	7.26	3.40	-4.86	-67%	RFFO workload in part.

Staffing					
Grand Total	183.55	118.10	-66.45	-36%	

Note:

Grand total includes OFP FTEs, as identified above.

(1) Was 10.00 FTE

(2) Was 8.00 FTE

(3) Program Support Spec. row inserted, adding 1.00 FTE

APPENDIX P
REPORTING REQUIREMENTS AND RESPONSIBILITY MATRIX

CDRL NO.	TASK PARA.	TITLE	FORMAT	REQUIRED DATE	FREQUENCY	PERSON(S) RESPONSIBLE
n/a		Vouchers/Invoices (SF-1034)			Monthly	Not Applicable
n/a		Supporting Report(s) of Cost and Fee			Monthly	Not Applicable
n/a		Cost and Performance Data Report			Monthly	Not Applicable
n/a		Payroll and Residence Statistics			Annual	Not Applicable
		Phase-in Period				
n/a		Cost and Status Report			Monthly	Program Manager
n/a		Meeting/ Conference/ Briefing Reports			Weekly	Program Manager
C-1-001	C-1.2.1.1	Project Management Designees	Memo	Not later than Contract start date & as changes are made.	Initially / As Updated	Program Manager
C-1-002	C-1.2.1.2	Site Representative	Memo	Not later than Contract start date & as changes are made.	Initially / As Updated	Team Lead, Field office and Customer Service Team
C-1-003	C-1.2.1.4.2	Meetings, Conferences, or Trip Report	Memo	Not later than 5 bus. days following attendance at off-site meetings, conferences, trips, etc. and not later than 2 bus. days following on-site activity.	As Required	Multiple staff
C-1-004	C-1.2.4.4	Employee Roster	Memo	10 bus. days prior to Contract start date and as changes are made.	Initially / As Updated	Not Applicable
C-1-005	C-1.2.5.1	Comprehensive Contingency Plan	Memo	not later than 30 calendar days prior to implementation of change.	Initially / As Updated	Not Applicable
C-1-006	C-1.2.5.2	Strike Contingency Plan	Memo	not later than 30 calendar days prior to implementation of change.	Initially / As Updated	Not Applicable
C-1-007	C-1.2.6.1	Cost and Performance Data	Memo Electronic	Not later than close of bus. on the 15th calendar day of each month.	Monthly	Program Manager
C-1-008	C-1.2.6.2.1	Monthly Significant Events Report	Memo	Not later than 5 business days following end of reported month.	Monthly	Division Directors and Program Manager
C-1-009	C-1.2.6.2.2	Management Controls Report	Memo	Not later than 60 calendar days after Contract start date and annually thereafter.	Initially / Annually	Program Manager
C-1-010	C-1.3.1.1	Quality Control Plan	Memo	Not later than 30 calendar days prior to Contract start date and not later than 5 business days prior to implementing change.	Initially / As Updated	Division Directors and Program Manager
C-1-011	C-1.3.1.2.7	Customer Comment Program	Memo	Not later than 15 business days prior to Contract start date and not later than 5 business days prior to implementing change.	Initially / As Updated	Division Directors and Program Manager
C-1-012	C-1.3.1.4	Quality Control Report	Memo	Not later than 60 calendar days after Contract start date and quarterly thereafter.	Initially / Quarterly	Division Directors and Program Manager

CDRL NO.	TASK PARA.	TITLE	FORMAT	REQUIRED DATE	FREQUENCY	PERSON(S) RESPONSIBLE
C-1-013	C-1.4.5.3	Physical Security Plan	Memo	Not later than 30 calendar days prior to Contract start date and not later than 30 calendar days prior to implementing change.	Initially / As Updated	Not Applicable
C-1-014	C-1.4.5.4	Information Security Plan	Memo	Not later than 30 calendar days prior to Contract start date.	One-time	Not Applicable
C-5.1-001	C-5.1.8.1.1	Nuclear Materials Inventory Report	Form	Not later than 25 business days following the end of the reported quarter.	Quarterly	Accountant, ABQ
C-5.1-002	C-5.1.8.2.1	Trend Analysis of Nuclear Materials Inventory Report	Memo / Spread-sheets	Not later than 39 business days following the end of the reported quarter for the first 3 quarters; not later than due date published in DOE HQ Memo for the 4th quarter.	Quarterly	Accountant, ABQ
C-5.1-003	C-5.1.8.4.1	Provide Liaison Support	Memo	As established by the CO.	As Required	TBD
C-5.1-004	C-5.1.9.1.1	Reporting Net Disbursement Activity	Verbal	Not later than 1:00 P.M. Eastern Standard Time (EST).	Daily	Delegated by Dir., Financial Reporting & Analysis
C-5.1-005	C-5.1.12.1.1	Purchase Securities	Electronic	Not later than 11:00 A.M., EST, for all securities except CDs; not later than close of business on date designated by the CO	Daily / As Required	Delegated by Dir., Financial Reporting & Analysis
C-5.1-006	C-5.1.12.2.1	Redeem Investments	Memo	Not later than 11:00 A.M., EST.	As Required	Delegated by Dir., Financial Reporting & Analysis
C-5.1-007	C-5.1.12.6.1	Collateral Action Letter	Memo	As established by the CO.	As Required	Delegated by Dir., Financial Reporting & Analysis
C-5.1-008	C-5.1.12.6.2	Release of Collateral Letter	Memo	Not later than 1 hour following receipt of notification from trustee banks.	As Required	Delegated by Dir., Financial Reporting & Analysis
C-5.1-009	C-5.1.12.7.1	Notification of CD Interest Rejection	Memo	Not later than 2 business days following notification of rejection.	As Required	Delegated by Dir., Financial Reporting & Analysis
C-5.1-010	C-5.1.12.8.1	Investment Confirmation Sheet and Overnight Investment Worksheet	Work-sheet	Not later than 2:30 P.M., EST.	Daily	Delegated by Dir., Financial Reporting & Analysis
C-5.1-011	C-5.1.12.9.4	SF 220-1, Market Valuation of Securities Report	Form	Not later than 20 calendar days following end of the fiscal year.	Annually	Delegated by Dir., Financial Reporting & Analysis
C-5.1-012	C-5.1.12.9.5	Rollover Report	Memo	Not later than due date on request from program office.	As Required	Delegated by Dir., Financial Reporting & Analysis
C-5.1-013	C-5.1.13.1.2	Treasury Warrant Rescission Letter	Memo	Not later than 2 business days following end of month in which warrant is received.	As Required	Delegated by Dir., Financial Reporting & Analysis
C-5.1-014	C-5.1.15.3.1	Certification of Reconciliation Letter	Memo	Not later than due date established by the CO.	Due Approx. Feb. 1	Delegated by Dir., Financial Reporting & Analysis
C-5.1-015	C-5.1.16.2.1	PMA and FERC Receipt, Deposit, and Suspense Account Report	Spreadsheet	Not later than 27 business days following end of reported month.	Monthly	Delegated by Dir., Financial Reporting & Analysis
C-5.2-001	C-5.2.2.4	Invoice for Payment Certification	Invoices	Not later than 2 business days prior to payment date.	As Required	Accountant, Payment Division

CDRL NO.	TASK PARA.	TITLE	FORMAT	REQUIRED DATE	FREQUENCY	PERSON(S) RESPONSIBLE
C-5.2-002	C-5.2.3.1.1	Notification of Travel Voucher Available for Certification and Payment	Electronic	Not later than 1 business day following retrieval of electronic travel voucher.	As Required	Accountant, Transactions Processing Team
C-5.2.-003	C-5.2.3.2.1	Submission of PCS Voucher for Certification and Payment	Voucher	Not later than 10 calendar days after receipt of voucher.	As Required	Director, Transactions Processing Team
C-5.2-004	C-5.2.4.1.1	COTS Payment Authorization for Certification	Memo	Not later than 5 business days following receipt of the file.	As Required	Accountant, Payment Division
C-5.2.-005	C-5.2.4.2.1	Results of Research for Lost Checks	Memo	Not later than 5 business days following receipt of notification.	As Required	Accountant, Payment Division
C-5.2-006	C-5.2.4.3.1	Payment Terms Recommendations	Memo	Not later than 3 business days following receipt of current value of funds rate notification information.	As Required	Accountant, Payment Div.
C-5.2-007	C-5.2.4.4.1	Letters of Indemnity	Letter	Not later than 3 business days following notification from vendor.	As Required	Accountant, Payment Div.
C-5.2-008	C-5.2.4.5.1	Deobligation Response Date Establishment	Memo	Not later than April 30th.	Annually	Accountant, Payment Div.
C-5.2-009	C-5.2.4.5.1	Deobligation Entry Report	Report	Not later than April 30th.	Annually	Accountant, Payment Div.
C-5.2-010	C-5.2.5.1.2	Reconciliation of Vendor Profile Information	Electronic	Not later than submission date in mid-January.	Annually	Accountant, Payment Div.
C-5.3-001	C-5.3.2.1.1	Billing Request	Memo	Not later than 3 business days after overpayment is first noted.	As Required	Acct, Transactions Process
C-5.3-002	C-5.3.2.4.2	Remittance Advice	Memo	Not later than 30 calendar days following month-end closing.	Monthly	Acct, Transactions Process
C-5.3-003	C-5.3.3.2.2	Misdirected Collection Memo	Memo	Not later than 2 hours following receipt of misdirected collection.	As Required	Acct, Transactions Process
C-5.3-004	C-5.3.3.5.2	Unclaimed Monies Refund	Memo	Not later than 5 business days following receipt of request for refund.	As Required	Acct, Transactions Process
C-5.3-005	C-5.3.4.1.1	Collection Letters	Memo	Not later than 31st and 61st calendar day of delinquency.	As Required	Acct, Transactions Process
C-5.3-006	C-5.3.4.1.2	Referral of Delinquent Account	Memo	Once each week.	Weekly	Acct, Transactions Process
C-5.3-007	C-5.3.4.1.4	Uncollectible Debt Letter	Memo	When CO determines debt is not collectible.	As Required	Acct, Transactions Process
C-5.3-008	C-5.3.4.2.1	Penalty and Lost Interest Letter	Memo	Not later than 5 business days following discovery.	As Required	Acct, Transactions Process
C-5.4-001	C-5.4.2.5.1	Ad Hoc Reports	Report	Not later than 3 bus. days following receipt of request from CO.	As Required	Acct, Transactions Process
C-5.5-001	C-5.5.2.1.1	Travel Manager Training Materials	Memo	Not later than 2 weeks prior to start of training.	As Required	Acct, Transactions Process

CDRL NO.	TASK PARA.	TITLE	FORMAT	REQUIRED DATE	FREQUENCY	PERSON(S) RESPONSIBLE
C-5.5-002	C-5.5.3.1.1	Application for Government Travel Charge Card	Application	Not later than 1 business day following receipt of CO approval.	As Required	Dir., Transactions Process
C-5.5-003	C-5.5.3.2.1	Delinquent or Misused Account Notice and Summary Report	Memo	Not later than 10 business days following verification of delinquent or misused account report.	As Required	Acct, Transactions Process
C-5.5-004	C-5.5.5.2.1	Prepayment Audit of Paper Travel Vouchers	Copy of processed paper TV	Not later than 3 business days following receipt of completed paper travel voucher package from traveler.	As Required	Acct, Transactions Process
C-5.5-005	C-5.5.5.3.1	Non-response Referrals	Memo	Not later than 10 calendar days after failure to respond to 2d follow-up notice.	As Required	Acct, Transactions Process
C-5.5-006	C-5.5.5.5.1	Billing Request for Overpayment of Travel Voucher.	Memo	Not later than 3 business days following post-payment audit.	As Required	Acct, Transactions Process
C-5.5-007	C-5.5.6.1.1	PCS Travel Authorization, Procurement Request, and Amendment	1510.1B, DOE Form 1510.9, procurement request, & amend.	Not later than 3 business days following receipt of documentation.	As Required	Acct, Transactions Process
C-5.5-008	C-5.5.6.3.1	Billing Request for Overpayment of PCS Travel Voucher	Memo	Not later than 3 business days following audit of PCS travel voucher.	As Required	Acct, Transactions Process
C-5.5-009	C-5.5.6.4.1	Reimbursement for Home Marketing Incentive Program	Payment invoice	Not later than 10 business days following receipt of Home Marketing Incentive Form.	As Required	Acct, Transactions Process
C-5.5-010	C-5.5.6.5.3	Billing Request for RITA Taxable Payment	Memo	105 days following initial notification of eligibility for taxable payments to traveler.	As Required	Acct, Transactions Process
C-5.5-011	C-5.5.6.5.4	RITA Travel Voucher	Copy of processed RITA travel voucher	Not later than 10 business days following receipt of completed RITA travel voucher.	As Required	Acct, Transactions Process
C-5.5-012	C-5.5.6.5.5	Billing Request for RITA Travel Voucher	Memo	Not later than 3 business days following audit of travel voucher.	As Required	Acct, Transactions Process
C-5.5-013	C-5.5.6.7.1	PCS Year-to-Date Actual Relocation Costs Report	Memo	Not later than 15 business days following receipt of CO request.	As Required	Acct, Transactions Process
C-5.5-014	C-5.5.8.1.1	Local Mileage Reimbursable Report	Memo	Not later than due date estab. by the CO (normally not later than 30 days following end of fiscal year).	Annually	Acct, Transactions Process
C-5.6-001	C-5.6.2.1.2	Notice of Non-Responsive Offices	Memo	Not later than 10 business days following due date.	As Required	Acct, Transactions Process
C-5.6-002	C-5.6.3.1.1	Approval of Financial Application Training Manuals, Materials, and Hand-outs	Memo	Not later than 2 weeks prior to training.	As Required	Acct, Transactions Process
C-5.6-003	C-5.6.4.1.1	Request for Software Modifications	Memo	Within 5 business days of notification from application users.	As Required	Systems Accountants, FRA

CDRL NO.	TASK PARA.	TITLE	FORMAT	REQUIRED DATE	FREQUENCY	PERSON(S) RESPONSIBLE
C-5.6-004	C-5.6.4.2.1	Report of User Testing Results	Memo	Within 10 business days of receipt of notification.	As Required	Systems Accountants, FRA
C-5.6-005	C-5.6.5.2.2	Provide Written Alternatives for Problem Resolution	Memo	Not later than 5 business days following receipt of approval from the CO.	As Required	Systems Accountants, FRA
C-5.6-006	C-5.6.5.2.3	Recommend Reasonableness for System Downtimes	Memo	Not later than 1 business day of notification.	As Required	Systems Accountants, FRA
C-5.6-007	C-5.6.5.2.4	Submit B&R Codes	Memo	Not later than 5 business days following receipt of codes.	As Required	Systems Accountants, FRA
C-5.6-008	C-5.6.7.1.3	Approval of Other Software Application Training Manuals, Materials, and Hand-outs	Memo	Not later than 2 calendar weeks prior to training.	As Required	Systems Accountants, FRA
C-5.7-001	C-5.7.2.1.1	International Transaction Report (A-65)	Electronic	Not later than 30 business days following end of reported quarter.	Quarterly	Accountants, FRA
C-5.7-002	C-5.7.2.1.2	Consolidated International Transaction Report (A-65)	Electronic	Not later than 45 calendar days following end of reported quarter.	Quarterly	Accountants, FRA
C-5.7-003	C-5.7.2.2.1	Plant Acquisition and Construction Report	Memo	Not later than the 20th of the month following end of reported month.	Monthly	Accountants, FRA
C-5.7-004	C-5.7.2.3.1	SF 133, Report on Budget Execution and Budgetary Resources	Memo	accounting system for the month; Quarterly - not later than 5 business days before the last day of the Treasury's Federal Agencies' Centralized Trial-Balance System closing window.	Monthly / Quarterly	Accountants, FRA
C-5.7-005	C-5.7.2.4.1	Aging Schedule Statement of Differences Balance Summary Report	Statement	Not later than 28 business days following end of reported month.	Monthly	Accountants, FRA
C-5.7-006	C-5.7.2.5.1	FACTS I Report - Master Appropriation File	File	Not later than Treasury's published due date.	Annually	Accountants, FRA
C-5.7-007	C-5.7.2.5.1	FACTS I Report - Account Grouping Worksheets (AGWs)	Worksheet	Not later than Treasury's published due date.	Annually	Accountants, FRA
C-5.7-008	C-5.7.2.5.1	FACTS I Report - Initial Pre-closing Adjusted Trial Balances (ATBs)	Form	Not later than Treasury's published due date.	Annually	Accountants, FRA
C-5.7-009	C-5.7.2.5.1	FACTS I Report - FACTS I NOTES	Memo	Not later than 2 days prior to Treasury's published due date.	Annually	Accountants, FRA
C-5.7-010	C-5.7.2.5.1	FACTS I Report - Adjustment to FACTS I data	Worksheet	Not later than Treasury's published due date.	Annually	Accountants, FRA
C-5.7-011	C-5.7.2.5.1	Respond to Audit Questions	Worksheet	Not later than 6 business hours following receipt of inquiry.	Annually	Accountants, FRA
C-5.7-012	C-5.7.2.6.3	Transmit FACTS II Extract Files	Electronic	Not later than 3 business days following end of quarter.	Quarterly	Accountants, FRA
C-5.7-013	C-5.7.2.7.1	Federal Support Survey Report (CASE Report)	Memo	Not later than April 15, following end of reported year.	Annually	Accountants, FRA
C-5.7-014	C-5.7.2.8.1	Report on Emergency Response Fund (ERF)	Memo	Not later than due date published by the CO following end of reported month.	Monthly	Accountants, FRA

CDRL NO.	TASK PARA.	TITLE	FORMAT	REQUIRED DATE	FREQUENCY	PERSON(S) RESPONSIBLE
C-5.7-015	C-5.7.2.9.1	Report on Resources for Financial Management Activities (Exhibit 52)	Memo	Not later than last business day in September.	Annually	Accountants, FRA
C-5.7-016	C-5.7.2.10.1	Status of Appropriations Report	Memo	Not later than last business day of month following end of reported month.	Monthly	Accountants, FRA
C-5.7-017	C-5.7.2.11.1	Report on Results of Operations on NWF and D&D Funds	Memo	Not later than Treasury's published due date.	Annually	Accountants, FRA
C-5.7-018	5.7.2.12.1	Report of Contractor Property Asset Sales	Memo	Not later than 5 business days following end of reported quarter.	Quarterly	Accountants, FRA
C-5.7-019	C-5.7.3.1.1	Prompt Pay & Electronic Funds Transfer Report	Memo	Not later than end of 3rd week following end of reported quarter.	Quarterly	Accountants, FRA
C-5.7-020	C-5.7.3.2.1	Erroneous Payment Report	Electronic	Not later than the 20th of the month following the reported quarter.	Quarterly	Accountants, FRA
C-5.7-021	C-5.7.3.3.1	Economic Impact Analysis Report	Memo	Not later than December 15 following end of reported fiscal year.	Annually	Accountants, FRA
C-5.7-022	C-5.7.4.1.1	SF 220.9, Report on Receivables Due from the Public	Electronic	Not later than 15 calendar days following end of reported quarter.	Quarterly	Accountants, FRA
C-5.7-023	C-5.7.4.1.1	Certification of Allowance for Loss	Memo	Not later than due date published in the DOE HQ year-end schedule.	Annually	Accountants, FRA
C-5.7-024	C-5.7.4.1.2	Consolidated SF 220.9, Report on Receivables Due from the Public	Electronic	Not later than 30 calendar days following end of reported quarter.	Quarterly	Accountants, FRA
C-5.7-025	C-5.7.4.2.1	Current Status of Accounts Receivables from Foreign Obligors Report	Electronic	Not later than 45 calendar days following end of reported quarter.	Quarterly	Accountants, FRA
C-5.7-026	C-5.7.4.3.1	Statement of Payments and Cover Letters to Utility Companies	Statement	Not later than 15 calendar days following end of reported quarter.	Quarterly	Accountants, FRA
C-5.7-027	C-5.7.5.1.1	Non-Cash Fringe Benefits Report	Memo	Not later than the 15th of the month following end of designated quarter (Feb 15, May 15, Aug 15, and Nov 15).	Quarterly	Accountants, FRA
C-5.7-028	C-5.7.5.2.1	Work Years and Personnel Costs Report (Basic & Premium Work Yrs & Pay) (Cost of Employee's Benefits) (OMB Form 1351-A & 1351-B)	Form	Not later than last day in February.	Annually	Accountants, FRA
C-5.7-029	C-5.7.5.2.2	(Leave Earned & Used) (OMB Form 1351-C)	Form	Not later than last day in March.	Annually	Accountants, FRA
C-5.7-030	C-5.7.5.3.1	Intergovernmental Personnel Act and PCS Payment Report	Form	Not later than January 31st of each year.	Annually	Accountants, FRA

CDRL NO.	TASK PARA.	TITLE	FORMAT	REQUIRED DATE	FREQUENCY	PERSON(S) RESPONSIBLE
C-5.7-031	C-5.7.5.4.1	Report of Federal Employment and Wages (OMB 1220-0134)	Memo	Not later than 10 business days following close of affected quarter.	Quarterly	Accountants, FRA
C-5.7-032	C-5.7.6.1.1	Non-Federal Source Travel Payment Report	Memo	In April and October by CO-established due date.	Semi-annually	Accountants, FRA
C-5.7-033	C-5.7.6.1.2	Consolidated Non-Federal Source Travel Payment Report	Memo	Not later than 60 business days following end of reported 6-month period.	Semi-annually	Accountants, FRA
C-5.7-034	C-5.7.7.1.2	Reconciled Collections Report	Memo	Not later than noon of the 2nd business day of the month following end of reported month.	Monthly	Accountants, FRA
C-5.7-035	C-5.7.7.1.3	SF 224, Statement of Transactions Report	Form	Not later than close of business of the 3rd business day of the month.	Monthly	Accountants, FRA
C-5.7-036	C-5.7.7.2.1	Supplemental SF 224	Form	Not later than the 4th business day of the month.	As Required	Accountants, FRA
C-5.7-037	C-5.7.7.3.1	FMS 6652, Statement of Differences	Form	Not later than the last day of the month in which statement of differences is received.	As Required	Accountants, FRA
C-5.7-038	C-5.7.8.1.1	Financial Statements and Footnotes	Statement and Footnotes	Not later than due date published in the DOE HQ year-end schedule.	Annually	Accountants, FRA
C-5.7-039	C-5.7.8.1.1	Responding and Providing Data to Inquiries	Statement and Footnotes	Not later than due date established by CO.	As Required	Accountants, FRA
C-5.7-040	C-5.7.8.2.1	FMS 2108, Year-end Closing Statement	Form	Not later than due date published in the DOE HQ year-end schedule.	Annually	Accountants, FRA
C-5.7-041	C-5.7.8.3.1	Unfunded Foreign Currency Reservation Accounts Report	Memo	Not later than due date published in the DOE HQ year-end schedule.	Annually	Dir. & Accountants, FRA
C-5.7-042	C-5.7.8.3.2	Consolidated Unfunded Foreign Currency Reservation Accounts Report	Memo	Not later than due date published in the DOE HQ year-end schedule.	Annually	Dir. & Accountants, FRA
C-5.7-043	C-5.7.8.4.1	Technology Transfer Report	Memo	Not later than due date published in the DOE HQ year-end schedule.	Annually	Dir. & Accountants, FRA
C-5.7-044	C-5.7.8.4.2	Consolidated Technology Transfer Report	Memo	Not later than due date published in the DOE HQ year-end schedule.	Annually	Dir. & Accountants, Fin. Reporting & Analysis
C-5.7-045	C-5.7.8.5.1	Federal Aid to State and Local Governments Report	Electronic	Not later than due date published in the DOE HQ year-end schedule.	Annually	Accountants, FRA
C-5.7-046	C-5.7.8.5.2	Consolidated Federal Aid to State and Local Governments Report	Electronic	Not later than due date (mid-November) published by the Census Bureau.	Annually	Accountants, FRA
C-5.7-047	C-5.7.8.6.1	Est. Foreign Currency Collections & Expenditures Report	Electronic	Not later than due date published in DOE HQ year-end schedule.	Annually	Accountants, FRA
C-5.7-048	C-5.7.8.6.2	Consolidated Estimated Foreign Currency Collections and Expenditures Report	Electronic	Not later than due date published in DOE HQ year-end schedule.	Annually	Accountants, FRA

CDRL NO.	TASK PARA.	TITLE	FORMAT	REQUIRED DATE	FREQUENCY	PERSON(S) RESPONSIBLE
C-5.7-049	C-5.7.8.7.1	Waiver of Claims for Erroneous Payment Report	Memo	Not later than end of October as specified in DOE HQ year-end schedule.	Annually	Accountants, FRA
C-5.8-001	C-5.8.2.3.1	Modification Request for Creation and Modification of Edits	Memo	After identifying a new edit requirement.	As Required	Accountants, FRA
C-5.8-002	C-5.8.3.5.1	Submission of Reconciliation of Legal Representation Letter to Contingency Footnote.	Memo	Not later than close of business on year-end closing due date.	Annually	Accountants, FRA

Appendix R ACRONYMS

As used throughout this Agency Tender, the following terms shall have the meaning set forth below.

ACRONYMS AND ABBREVIATIONS

ACE	Agency Cost Estimate
AGW	Accountant Grouping Worksheet
ALC	Agency Location Code
AO	Approving Official
AT	Agency Tender
ATB	Adjusted Trial Balance
B&R	Budget and Reporting Code
CAC	Capital Accounting Center
CDRL	Contract Data Requirements List
CGO	Continuing Governmental Operations
CFO	Chief Financial Officer
CO	Contracting Officer
COR	Contract Administrator
DOE	Department of Energy
DOECASTS	Department of Energy Webcast
DISCAS	Departmental Integrated Standardized Core Accounting System
EFASC	Energy Finance & Accounting Service Center
EFT	Electronic Funds Transfer
EFSC	Energy Financial Service Center
FACTS	Federal Agencies' Centralized Trial-Balance System
FAQ	Frequently Asked Questions
FAR	Federal Acquisition Regulation
GIN	Government in Nature (referred to as Inherently Governmental)
GOALS II	Government On-line Accounting Link System II
HCA	Head of Contracting Authority
HRA	Human Resource Advisor
IC	Integrated Contractors
IPAC	Intra-governmental Payment and Collection System
MAF	Master Appropriation File

MEO	Most Efficient Organization
MPT	Management Plan Team
NETL	National Energy Technology Laboratory
NNSA	National Nuclear Security Administration
NPR	National Petroleum Reserves
OFAP	Office of Financial and Accounting Policy
OFF	Office of Financial Policy
OMB	Office of Management and Budget
OPM	Office of Personnel Management
ORFSC	Oak Ridge Financial Service Center
PA	Performing Agency
PCS	Permanent Change of Station
PD	Position Description
PRB	Pension/Post Retirement Benefits
PWS	Performance Work Statement
QAE	Quality Assurance Evaluators
QASP	Quality Assurance Surveillance Plan
RIF	Reduction-in-Force
RFP	Request for Proposal
RFS	Receivable Facts Sheet
RO	Reservation/Obligation
SPRO	Strategic Petroleum Reserve Office
STARS	Standard Accounting and Reporting System
TA	Travel Authorization
TIN	Taxpayer Identification Number
TM	Travel Manager
TV	Travel Voucher
USSGL	United States Standard General Ledger
VIPERS	Vendor Inquiry Payment Electronic Reporting System

FINANCIAL SERVICES
HUMAN RESOURCES EMPLOYEE TRANSITION PLAN
 Prepared by the Office of Human Resource Management (HRA)
 4 September 2003

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1 INTRODUCTION

As a result of the Commercial Activities (A-76) Study being conducted for the Financial Services functional area in the Department of Energy (DOE), a transition will be required. The Department is committed to continuing its mission to provide quality service to its customers during this transition period. During this transition period, one of two scenarios will occur; a transition from the current workforce to the Government's Most Efficient Organization (MEO) or a transition from the current workforce to a commercial contractor's proposal with a residual organization (RO) to perform inherently governmental functions. The transition plan will function to minimize human resources disruptions, identify, and minimize adverse impacts on employees, equipment, facilities, and training. Both scenarios require significant well-planned efforts to ensure no decline of performance. This Transition Plan shall serve as the guide to successfully transition to either scenario. Parts of the transition that apply to either scenario will refer to the activity performing work required in the PWS as the MEO/Contractor.

This document describes actions needed to implement the MEO and it is imperative that all Transition Team (Team) members read and familiarize themselves with this plan to reduce disruption to customers' data processing services. The work performed by the Team is essential to maintaining good order and quality of service delivery. The overall goal of the Team is to plan and coordinate all required actions to achieve continuity of operations for Financial Services during MEO or contractor implementation.

This document details planning actions, establishes required events and milestones, and assigns Team responsibilities. Financial Service's management should modify this plan as needed to ensure that transition events are achievable in the least amount of time.

2 TRANSITION TEAM

To expedite the transition process, a Transition Team shall be created by the Department and tasked with implementing the MEO/Contract or enabling the installation of a commercial contractor, while simultaneously mitigating any adverse impact on the customers.

The CFO for the Agency, in coordination with the Executive Steering Group, will appoint the Transition Team Leader. There will also be appointed an assistant Team Leader who will provide functional area expertise, e.g., HR, legal, procurement, and financial. Team Members will be appointed by the Team Leader with the support of and approval from the CFO. Additional team members will be appointed as required for specific functional area expertise.

2.1 TRANSITION TEAM DUTIES

The Transition Team Leader is responsible for planning, executing, and coordinating all training required to ensure personnel assigned to the Residual Government Organization and (depending on the outcome of the Cost Comparison) MEO or contract administration personnel are trained and qualified to perform their required functions.

During the planning period, the Transition Team shall:

- Ensure no decline in provision of services to supported organizations.
- Initiate internal procedures to coordinate and supervise the transition period.
- Coordinate with the Office of Human Resources Policy & Planning (ME-52) for mission and functions statement update, and with the CFO or designated CFO staff for cost center funding changes and transfers.
- Review strategy and plans for required Reductions in Force (RIF). Advise ESG and affected offices on the need to obtain RIF authority, review the boundaries for the RIF and any special exemptions. Transition Team will review the formal notifications provided to employee unions and employees of

anticipated RIFs. Conduct full, comprehensive, and complete mock RIF sessions. Assess results of the mock RIF to identify “early-out” opportunities. Work with affected offices in development of phased RIF plans to minimize impact to mission accomplishment.

- Ensure that employee counseling and briefing sessions are conducted. Ensure handouts explaining transition are provided to inform affected employees of their rights, benefits and placement opportunities, severance pay entitlements, unemployment benefits, and the RIF procedures.
- Develop plans to cover possible employee absenteeism during phase-in period. Absenteeism may be as high as 30% after the initial decision.

During the planning phase, any new training and re-training requirements or opportunities should be identified, though only limited training/retraining may begin prior to RIF notices. The objective of these efforts is directed toward the new MEO/Contract personnel as well as personnel of the residual organization.

Plans for additional security checks, clearances and documentation for MEO/Contract employees must be formulated with implementation to be completed prior to initiation of execution of the PWS tasks by the MEO/Contract.

3 REDUCTION IN FORCE REQUIREMENTS

In the event of either a Government or a contractor decision, RIF’s are projected. Best efforts will be initiated, before issuance of RIF notices and during the notice period, to place adversely affected employees by reassignment within the Department. The Transition Team will advise the CFO, in coordination with the Executive Steering Group (ESG), of the need for RIF’s. Heads of affected offices, supported by servicing Human Resources Offices (HRO’s), will implement in accordance with 5 Code of Federal Regulations (CFR) 351, and other appropriate law and regulation. Memoranda of Understanding (MOU) will be developed by management of affected offices, supported by their HRO, with local Unions. For both scenarios, the Transition Team will advise the ESG that RIF’s should be conducted as soon as practical after the award date. The affected offices and HRO’s will conduct the RIFs and will issue RIF notices to affected employees. Release of employees under either scenario shall occur within regulatory timeframes and in consideration of the transition needs of Financial Services.

3.1 OTHER PERSONNEL ACTIONS

The Department will request Voluntary Separation Incentive Program/Voluntary Early Retirement (VSIP/VERA) as soon as a plan based on the financial services functional area can be developed that targets specific positions, and accept requests for VSIP/VERA. The request will be for affected positions in the Financial Services functional area throughout the Department.

4 PLANNING FOR IMPLEMENTING TRANSFORMATION TO A COMMERCIAL CONTRACTOR OPERATION

The initiation of the transition process to a commercial contractor will, in almost all respects, mirror transition to MEO performance. However, certain differences exist. The main difference between the two transitions is focused on the fact that all financial services employees currently occupying studied contractible positions will be involved in the personnel transitions. It is recognized that there are significant differences in the potential number of employees affected under the two possible outcomes. Planning must take into account this difference, as well as the emotions that may accompany the transition in this case. Other additional requirements for the Transition Team are as follows:

- Coordinate and work closely with the contractor to establish policies and procedures for the transfer and assumption of the daily operational responsibilities and functions until the contractor is fully operational.

5 MOST EFFICIENT ORGANIZATION IMPLEMENTATION PLANNING

Financial Service's management is ultimately responsible for implementing the MEO, which must conform to the Performance Work Statement (PWS) and operate within established costs. Financial Service's management must communicate its strategy and intentions to the Team and allow them access to all management decisions contained in the MEO to allow for successful transition.

Implementation of the MEO must begin no later than the beginning of the Phase-in Period. Preliminary planning for the transition may begin upon submission of the ATO. During the time between the submission of the ATO and the announcement of award, the Team's role will be primarily identifying personnel actions and training. During the same planning period, management will identify any additional training requirements to support implementation of the MEO.

During the planning period, the Team, at a minimum, must:

- Review the strategy for implementing all required changes. This includes familiarization with the PWS, the QASP, and the MEO
- Establish boundaries for the RIF to include:
 - Identifying affected offices and servicing HRO's
 - Advise ESG of need for RIF's
- Work with HRO's in the conduct of mock RIF's and assess the results to determine Voluntary Separation Incentive Program (VSIP) / Voluntary Eligibility Retirement Authority (VERA) / Discontinued Service Retirement (DSR) opportunities
- Ensure that employee counseling, career transition, and briefing sessions are conducted. Ensure transition materials are provided affected employees to inform them of their rights, benefits and placement opportunities, severance pay entitlements, unemployment benefits, and the RIF procedures.
- Advise affected organizations on development of plans to cover possible employee absenteeism during phase-in period. Absenteeism may be as high as 30% after the initial decision.

Affected offices, in coordination with the HRO's, will develop RIF procedures for the transition to the MEO. The HRO's will determine severance pay, VSIP/VERA/DSR, job transition assistance, etc., in conjunction with RIF planning.

Since any new positions created under the MEO are not effective until the contract award date, recruitment and hiring of any new employees cannot begin until then. Consequently, Financial Service's management must prepare to increase overtime pay authority, consider the use of retention allowances, and identify other resources to maintain operations in the event that sufficient personnel are not available upon contract award date and through the transition period.

6 POST-AWARD DECISION ACTIVITIES

6.1 TRANSITION TEAM DUTIES

The Transition Team Leader is responsible for planning, executing and coordinating all training required to ensure MEO employees and supervisors function to cause minimal operational turbulence during the transition period.

After the award has been made, the Transition Team will:

- Notify all customers of the transition
- Maintain customer contact and monitor customer satisfaction

- Ensure that appropriate performance standards and productivity are maintained throughout the transition phase (or phase-in period)
- Work closely with the affected offices to establish operating procedures to ensure full performance of PWS requirements during the transition period and ensure that productivity is maintained throughout the transition period
- Coordinate the orderly disposition of any excess Government facilities, material or equipment that will not be used by the MEO
- Provide assistance in transfer of equipment and inventory as well as assisting in determining workload and scheduling
- Work closely with the servicing Human Resources Offices to find placement opportunities for affected personnel. Maintain daily contact with HRO's to ensure all employee personnel transactions are completed expeditiously, and develop position descriptions for contract administration positions, if required. All other positions descriptions will be reviewed and updated, if required
- Additionally, the Transition Team will coordinate with HROs relative to notifying and informing affected unions representing employees immediately upon announcement of the initial decision. This will occur prior to public release of the information.

6.2 MAJOR MILESTONES

The following milestones will be defined by the Transition Team, in coordination with responsible offices, and apply in the case of both an MEO and a Contract decision.

- Request VSIP/VERA Authority
- Notify the Unions
- Initiate Hiring Freeze (financial services positions only) if appropriate
- Advise ESG of need for RIF's
- Notify Employees
- Issue Press Releases and Post to Commerce Business Daily
- Open Public Review of Documents
- Open VSIP/VERA Window and Close VSIP/VERA Window
- Forward Final Decision Report to the Deputy Secretary
- Provide Job Descriptions and Request for Personnel Actions to affected offices
- Review and Analyze Training Requirements for All Personnel
- Close Public Review of Documents
- Notify Congress; Start Transition to MEO/Contract
- Release Employees Accepting VSIP/VERA
- Issue RIF Letters
- Ensure HRO's Counsel/Register Employees in Out Placement Programs (CTAP & ICTAP)
- MEO/Contractor begin formal transition activities
- MEO/Contractor begin full performance of PWS requirements.

A small number of actions are added for transition to Contract performance, and are covered below.

6.3 SCENARIO 1: GOVERNMENT DECISION

Once the decision has been announced and the Government's proposal has won, the Transition Team will assist the affected offices and HRO's in any RIF.

Employees not affected by the RIF are expected to remain and continue the transition to the MEO. These individuals will assist in the retraining of employees as applicable and provide the corporate knowledge necessary to sustain the Department through the transition period. RIF notices will be issued and completed in accordance with regulatory requirements and the transition needs of financial services. The Management Plan, the current organization(s), and the MEO will be the guiding documents during this period.

The implementation of the MEO should begin no sooner than notification of the award decision. The Transition Team must begin coordinating and supervising the transformation of the current organizations to the organizational structure and functional responsibilities of the MEO as soon as practical. The Management Plan forms the basis for and is the mandate of the Transition Plan.

During the time between the completion of the Management Plan and the announcement of the award, the Transition Team in coordination with the HRO's will be primarily planning the efforts associated with personnel actions and training/re-training. The Transition Team should consider all possible scenarios and initiate planning to ensure all suspenses and events are accomplished on schedule.

6.4 SCENARIO 2: CONTRACTOR DECISION

Once the final decision has been announced and the contractor's proposal has won, the Transition Team will advise the ESG, and assist the affected offices and HRO's in RIF execution. The HRO's will assist affected employees with preparation of resumes, access to Priority Placement Programs and access to advertisements for local market employment. In addition, the Transition Team will assist the affected employees and the Contractor regarding the right of first refusal and placement opportunities with the contractor.

The Residual Organization, along with quality assurance personnel will remain in place to assume those responsibilities inherent to the Government. In addition, Contract Administration personnel will be selected. The intention is to select the personnel for the contract administration positions through the RIF process. If no suitable candidates are available within the RIF, the positions will be advertised. The selected personnel will receive Contracting Officer Representative (COR) training, if required, prior to the contract implementation date.

The following transition plan milestones are added to the above major milestones for transition in the case of a Contract decision:

- Provide Listing of Employees For Right of First Refusal (ROFR) to Contractor
- Select Contractor Administrative Personnel
- Separation Date for Employees
- Contractor at Full Performance
- Contractor Reports by Name Listing of Employees Hired Under ROFR to Contracting Officer

6.5 PHASE-IN PERIOD OPERATIONS

The Phase-in Period (the distinctive 150 day period prior to full performance of the MEO/Contract deserves separate discussion due to the detailed requirements for this period found in the PWS. During the Phase-

in, the MEO/Contractor will prepare to assume full responsibility for all areas of operation as required in the PWS, and the MEO/Contractor will take all actions necessary for a smooth transition of the in-house operations. Phase-in period activities required in the PWS are specified in the table below. In addition, the PWS paragraph reference and timeframe are included. The last column of the table indicates whether the requirement applies to the MEO, and if so, whether it has already been completed or not.

TABLE 1: REQUIRED TRANSITION PERIOD ACTIVITIES

Deliverable Title	PWS Refer.	Proposed Date	Comments
Project Manager / EFASC Director Identified	1.2.1.1	5/4/2004	
Employee roster	1.2.4.4	7/5/2004	
Emergency, Disaster, Severe Weather Plan	1.2.5.1	7/12/2004	Existing plans will be followed for MEO. Contractor to submit independently if awarded to commercial entity.
Strike Contingency Plan	1.2.5.2	7/19/2004	NA for MEO. Contractor to submit independently if awarded to commercial entity.
Quality Control Plan	1.3.1.1	7/26/2004	
Safety Plan	1.4.3	8/3/2004	Existing plans will be followed for MEO. Contractor to submit independently if awarded to commercial entity.
Fire Prevention and Protection Plan	1.4.3.1	7/26/2004	Existing plans will be followed for MEO. Contractor to submit independently if awarded to commercial entity.
Environmental Protection Plan	1.4.4	7/19/2004	Existing plans will be followed for MEO. Contractor to submit independently if awarded to commercial entity.
Security Plan	1.4.5	8/3/2004	Existing plans will be followed for MEO. Contractor to submit independently if awarded to commercial entity.
Information Security Plan	1.4.5.4	7/23/2004	Existing plans will be followed for MEO. Contractor to submit independently if awarded to commercial entity.

Either the MEO or the Contractor will perform the above activities in the course of the transition period.

6.6 TRANSITION TEAM ACTIVITIES REQUIRING INTERACTION WITH THE MEO/CONTRACTOR

Some of the transition activities performed by the transition team will require interaction with the MEO/Contractor. Most of them involve oversight, management, and providing information to the MEO/Contractor regarding PWS requirements. The Transition Team, Quality Assurance Evaluators, and Continuing Government Operations (CGO) (or Residual Organization) personnel will be involved. Transition Team duties have been previously defined. During the transition period, the QAEs will prepare for evaluation of the MEO/Contractor using the Quality Assurance Surveillance Plan (QASP), which is based upon the performance standards in the PWS. The QAEs will perform initial evaluations for items

such as Technical and Business Management, which can be evaluated during the transition. The CGO staff will provide overall program guidance and direction. Any issues affecting the terms and conditions of the PWS will be referred to the Contracting Officer.

All three of the above groups, which may have overlapping membership, will provide input to the MEO/Contractor's phase-in plan and require revisions, if needed. In addition, they will direct issues involving MEO/Contract management to the Contracting Officer, as appropriate. They will attend management review meetings with the MEO/Contractor to ensure that work is progressing smoothly, and will ensure that required information is provided to the MEO/Contractor in a timely fashion.

6.7 POST-AWARD TRANSFERS TO THE MEO/CONTRACTOR

The Transition Team must evaluate all functions that provide support requirements to the MEO/Contractor. The Team will ensure that accountability, control, and responsibility have been thoroughly considered regardless of the award option.

Given limited government furnished property under the RFP and the requirement for the service provider to provide a fully functional and equipped organization, the Transition Team has very limited requirements in this area.

Should the award go to the MEO, the Transition Team would need to coordinate with facilities and equipment managers at the MEO locations relative to space needs, office requirements, etc., such as:

- Ensure the timely reassignment of telephone numbers to the MEO/Contractor, as well as fulfilling any telephone number needs of the RO and QAEs.
- Ensure telephone number changes are incorporated in the next scheduled change to the installation telephone directory.
- Ensure computer support services to include network access, automated and information management services, and frequency management are planned and operational.
- Conduct an information management security survey of all automation hardware to include a vulnerability assessment and potential sabotage appraisal.

7 INDICATORS OF SUCCESSFUL TRANSITION

7.1 SUCCESSFUL TRANSITION TO THE MEO

Should the cost comparison result in an in-house decision, the following indicators will serve as measures of how well the organization transitioned from the current organizational structure to the MEO/Contract.

- No degradation of mission or performance of service.
- Customer satisfaction has been maintained or improved.
- Initial disruption of the workplace minimized and eliminated in a reasonable amount of time.
- Affected Government personnel received fair and equitable treatment.
- Implementation of the MEO accomplished according to schedule.
- Is the MEO at or below the In-House Cost Estimate (IHCE)
- Is the MEO work output at or above the quality standards specified in the PWS?
- Does the MEO fully comply with the Management Plan?

7.2 SUCCESSFUL TRANSITION TO A COMMERCIAL CONTRACTOR

Should the cost comparison result in a Contract decision, the following indicators will serve as measures of how well the organization transitioned from the current organizational structure to the commercial Contractor.

- Did the transition from Government to contractor occur without degradation to the mission or loss of daily operational performance satisfaction?
- Was the initial disruption of the work place minimized and eliminated in a reasonable amount of time?
- Did all affected Government personnel receive fair and equitable treatment?
- Has customer satisfaction been maintained or improved?
- Has the contractor conversion been implemented according to schedule?
- Is the contractor organization at or below the contractor's bid?
- Is the contractor work output at or above the quality standards specified in the PWS?

8 OTHER TRANSITION ACTIVITIES

8.1 SECURITY

The Transition Team should be aware that emotional feelings may run high and adverse personnel reactions could occur, regardless of outcome. The Transition Team should coordinate with the Office of Security for additional surveillance of facilities and equipment. Equipment and information should be maintained in locked areas. Computer hard drives and all data storage devices should be fully protected from unauthorized access, disclosure, and potential data destruction. Buildings and built-up areas should be secured and routine surveillance increased.

8.2 PUBLIC AFFAIRS NOTIFICATIONS AND ACTIONS

The Transition Team must maintain close coordination with the Public Affairs Office during the entire transition period. Accurate and complete information on the entire A-76 CA Process and the Financial Services Study should be provided to a wide spectrum of news media.

Local media should be used to provide relevant information to the local community. This includes any information deemed public domain appropriate (as opposed to that shielded by privacy restrictions) on the RIF, the bidding procedures, the transition process, and displaced Government Employee placement and relocation procedures.

A list of points of contact (POC's) should be included in all information provided to the news media, along with a request that the POC's list be published or announced whenever any other A-76 Process related information is published or announced.

9 CONCLUSION

Preliminary planning and review to transition to the MEO/Contract will begin immediately following submission of the ATO. The key personnel of the Transition Team will be activated and begin internal coordination and preparation. Planning scenarios will be initiated to ensure all suspenses and events are accomplished. Compassion and consideration will be paramount for all affected employees. Regardless of the award decision, financial services will continue to provide superior quality service to its customers while supporting the missions of the Department.

Attachment 1, Reduction in Force Plan of Actions & Milestones

ITEM	ACTIONS	ESTIMATED DATE
1	Tentative decision	1/9/2004
2	Notify affected offices & HRO's of RIF necessity	3/15/2004
3	Notify Unions	3/15/2004
4	Identify positions to be abolished	3/15/2004
5	Formally advise affected offices & HRO's of positions abolished	prior to start of phase-in
6	Prepare and submit requests for VSIP/VERA/RIF	1/3/2004
7	Formally notify unions of intent to offer VSIP/VERA/RIF	prior to start of phase-in
8	Receive VSIP/VERA/RIF authority	2/5/2004
9	Receive RIF authority	2/5/2004
10	Complete collective bargaining with Unions	prior to start of phase-in
11	Complete rounds one and two of RIF	4/1/2004
12	Issue RIF notices to employees being separated	5/1/2004
13	Separate employees on effective RIF date	6/30/2004

**Appendix U
Phase-In Milestones**

Task	Start Date	End Date	Responsible Party/ies			Comments
			HR Transition Team	MEO Stand-up Team	Other	
Create HR Transition Team	11/3/2003	11/3/2003	X			MEO Representatives to take part
Prepare and submit requests for VSIP/VERA/RIF	1/3/2004	1/3/2004	X			
Initiate hiring freeze for financial services positions	1/3/2004	5/1/2004	X			Human Resources responsibility; Dependent on Department RIF strategy
Tentative decision	1/9/2004	1/9/2004				
Contest Process (if required)	1/9/2004	3/2/2004				
Receive VSIP/VERA/RIF authority	2/5/2004	2/5/2004	X			
Receive RIF authority	2/5/2004	2/5/2004	X			
Formally notify unions of intent to offer VSIP/VERA/RIF	2/6/2004	2/6/2004	X			
Conduct employee counseling, career transition, and briefing sessions	2/6/2004	5/1/2004	X			
Open VSIP/VERA window	2/8/2004	2/8/2004	X			Dependent date
Final Decision	3/2/2003	3/2/2003				
Notify Congress	3/5/2004	3/5/2004			X	
Develop plan to cover possible employee absenteeism during phase-in period	3/15/2004	5/1/2004	X			
Notify affected offices & HRO's of RIF necessity	3/15/2004	3/15/2004	X			Human Resources responsibility
						Outside the purview of MEO Stand-up Team. MEO Team will share personnel approaches it believes required to ensure full MEO staffing
Notify Unions of RIF	3/15/2004	3/15/2004	X			
Identify positions to be abolished	3/15/2004	3/15/2004	X	X		With close coordination continuing between MEO Stand-up Team
Formally advise affected offices & HRO's of positions abolished	3/16/2004	3/16/2004	X			
Conduct full, comprehensive, and complete mock RIF sessions	3/16/2004	4/10/2004	X			In coordination with MEO Stand-up Team representative if requested
Provide Job Descriptions and Request for Personnel Actions to affected offices	3/16/2004	3/23/2004	X			
Close VSIP/VERA window	3/20/2004	3/20/2004	X			
Release employees accepting VSIP/VERA	4/15/2004	4/30/2004	X			
Complete collective bargaining with Unions	3/15/2004	5/1/2004	X			
Complete rounds one and two of RIF to determine staff reductions/adjustments	4/11/2004	5/1/2004	X			Dependent on Final Decision Date
Work closely with the servicing Human Resources Offices to find placement opportunities for affected personnel	3/16/2004	5/1/2004	X			
Coordinate with the Office of Human Resources Policy & Planning (ME-52) for mission and functions statement update, and with the CFO or designated CFO staff for cost center funding changes and transfers	3/23/2004	5/1/2004	X	X		
Issue RIF notices to employees being separated	4/11/2004	4/11/2004	X			Dependent on Final Decision Date

			HR Transition Team	MEO Stand-up Team	Other	
Post open MEO positions, interview candidates, and hire best qualified, available candidates	4/15/2004	8/2/2004	X	X		MEO Representatives & Directors will be present to provide input with HR beginning in week 2 of phase-in period
Coordinate with Security office the performance of any needed security checks or the issuance of any needed clearances	6/1/2004	8/2/2004		X		MEO Representatives & Directors will be present to provide input with HR beginning in week 2 of phase-in period
Open public review of documents	4/1/2004	4/1/2004			X	Contracting and Legal purview
Separate employees on effective RIF date	5/1/2004	5/31/2004	X			
MEO Phase-in Period	5/1/2004	9/30/2004				
Forward Final Decision Report to the Deputy Secretary	5/4/2004	5/4/2004	X		X	
Close public review of documents	5/4/2004	5/4/2004			X	Contracting and Legal purview
PWS Reporting Requirement: Project Manager Identified 1.2.1.1 (Director, EFASC)	5/4/2004	5/4/2004		X	DOE CFO	
Appoint Stand up Team Leader	5/4/2004	5/4/2004			DOE CFO	
Review strategy for implementing all required changes by reviewing the PWS, QASP, and MEO	5/4/2004	6/15/2004	X	X		Transition Team will focus on issues outside the MEO. MEO representative will articulate organizational, budgetary, & process changes
Coordinate with Procurement office to acquire contract for office remodeling services in Germantown	5/4/2004	7/15/2004		X		EFASC Director discussions with personnel in Germantown the primary activity
Director, Energy Finance and Accounting Service Center to begin working part time on MEO implementation.	5/4/2004	9/30/2004		X		See MEO Stand-up Staffing Timeline
Initiate customer contact and monitor customer satisfaction	5/4/2004	9/30/2004	X	X		EFASC Director will initiate contact
Coordinate with Procurement office to acquire furniture & office equipment [1]	5/10/2004	7/15/2003		X		Proper forms filled out, budget authority verified, etc.
Finalize letter of appointment for members to serve on the Stand-up Team	5/10/2004	5/10/2004		(Team Leader)		
Exercise overall coordination of the Stand up Team	5/10/2004	9/30/2004		(Team Leader)		
Plan, coordinate, and conduct Stand-up Team meetings	5/10/2004	9/30/2004		X		These meetings will focus on specifics of the MEO-areas that a Transition Team would not
Prepare and distribute agenda and memorandum for record of meetings to each member via email	5/10/2004	9/30/2004		X		
Coordinate with Procurement office to acquire computers and printers [2]	5/17/2004	7/15/2003		X		EFASC Director to coordinate
Coordinate with Procurement office to acquire telecommunications equipment [3]	5/17/2004	7/15/2003		X		EFASC Director to coordinate
Coordinate with Facilities office at each MEO location to setup telecommunications equipment	5/17/2004	8/31/2004		X		Costs associated with support included in phase-in costs in Volume III of the proposal
Coordinate with Contracting Officer to oversee contract for office remodeling services in Germantown	5/17/2004	slightly past phase-in Period		X		Remodeling activity anticipated to extend into the first full performance period; unless initiated prior to the start of phase-in

			HR Transition Team	MEO Stand-up Team	Other	
Ensure tasks assigned to team members/activities are completed in a timely manner as not to delay the phase-in schedule	5/17/2004	9/30/2004		(Team Leader)		Tasks include procuring technology, furniture, telecom equipment, and monitoring implementation
Coordinate and collect detailed input on the Phase-In Plan from Stand-up Team members	5/17/2004	9/30/2004		(Team Leader)		
Update plan and milestone progress	6/1/2004	9/30/2004		X		
Coordinate with contacts at each Financial Services location to transition the performance of all PWS tasks to MEO locations	6/1/2004	8/31/2004		X		Transition of tasks will be coordinated with staff relocations to ensure continuity of operations
Coordinate, schedule, and conduct periodic status meetings	6/1/2004	throughout phase-in period		X		Status on changes to DOE financial situation, personnel policies, larger reorganization movements, etc.
Ensure computer support services to include network access, automated and information management services, and frequency management are planned and operational	6/15/2004	8/31/2004	X	X		Because of wider scale network changes, MEO will be dependent on the larger IT implementation
Select MEO personnel in the following divisions to begin working part time on MEO implementation: Financial Reporting and Analysis Division, Accounting Operations Division, and Payment Division	6/28/2004	throughout phase-in period		X		See MEO Step up Staffing Timeline
Coordinate with IT office at each MEO location to set up desktop and laptop computers and install software	7/1/2004	8/31/2004		X		Costs associated with support included in phase-in costs in Volume III of the proposal
Conduct "Train-the-Trainer" training in Germantown	7/1/2004	9/30/2004			MEO Supervisors	See training matrix for details
Coordinate with Contracting Officer to extend existing contract with MEO subcontractor through the final performance period.	7/1/2004	after phase-in Period		X		Contracting authority issue to be addressed and resolved as part of discussion
Establish MEO personnel in DOE personnel system	7/5/2004	8/31/2004	X	X		Requires coordination with Stand-up Team Team
Employee roster 1.2.4.4.	7/5/2004	9/30/2004		X		Expected after hiring; interim products to be provided
Select MEO personnel in the following divisions to begin working part time on MEO implementation: Financial Reporting and Analysis Division, and Accounting Operations Division.	7/5/2004	9/30/2004		X		See Stand-up Team Staffing Timeline
Ensure that appropriate performance standards and productivity are maintained throughout the phase-in period	7/5/2004	9/30/2004	X	X		MEO Stand up Team to focus on preparing "known" staff of any changes to standards. Current Financial Services Management still responsible for the continuing operations
PWS Reporting Requirement: Emergency, Disaster, Severe Weather Plan 1.2.5.1	7/12/2004	7/12/2004		X		Existing plans will be followed for MEO. EFASC Director to acknowledge planned adherence to Government Policy
Perform MEO and residual organization joint inventory of property at all MEO locations	7/15/2004	8/16/2004		X	X	May be required
Coordinate with Facilities office at each MEO location to setup furniture and office equipment.	7/15/2004	8/31/2004		X		Costs associated with support included in phase-in costs in Volume III of the proposal
PWS Reporting Requirement: Strike Contingency Plan 1.2.5.2	7/19/2004	7/19/2004		X		NA for MEO. Contractor to submit independently if awarded to commercial entity

			HR Transition Team	MEO Stand-up Team	Other	
PWS Reporting Requirement: Environmental Protection Plan 1.4.4	7/19/2004	7/19/2004		X		Existing plans will be followed for MEO. EFASC Director to acknowledge planned adherence to Government Policy
MEO personnel in the Accounting Operations Division to begin working part time on MEO implementation at respective locations	7/19/2004	9/30/2004		X		See MEO Step up Staffing Timeline
PWS Reporting Requirement: Information Security Plan 1.4.5.4	7/23/2004	7/23/2004		X		Existing plans will be followed for MEO. EFASC Director to acknowledge planned adherence to Government Policy
PWS Reporting Requirement: Fire Prevention and Protection Plan 1.4.3.1	7/26/2004	7/26/2004		X		Existing plans will be followed for MEO. EFASC Director to acknowledge planned adherence to Government Policy
PWS Reporting Requirement: Quality Control Plan 1.3.1.1	7/26/2004	throughout phase-in period		X		Initiated prior to commencement of full performance
Select MEO personnel in the Accounting Operations Division to begin working part time on MEO implementation	7/26/2004	9/30/2004		X		See MEO Step up Staffing Timeline
Relocate essential records from current Financial Services locations to the appropriate MEO location/s	8/2/2004	8/31/2004	X	X		The majority of files and records at each current DOE Financial Services location will not be moved, but rather archived at their current location
Conduct module and interface training in Germantown and Oak Ridge (field office employees to participate via videoconferencing)	8/2/2004	9/1/2004			MEO Staff	See training matrix for details
Conduct United States Standard General Ledger training in Germantown	8/2/2004	9/1/2004			MEO Staff	See training matrix for details
Relocate Staff to MEO locations	8/2/2004	10/1/2004	X	X		See relocation matrix for details (Table 9 in Agency Tender Volume 2). Close coordination with Human Resources
Collect "lessons learned" as phase-in period progresses	8/2/2004	after phase-in Period		X		
Certain, limited MEO personnel in the Accounting Operations Division to begin working part time on MEO implementation	8/2/2004	9/30/2004		X		See MEO Step up Staffing Timeline
PWS Reporting Requirement: Safety Plan 1.4.3	8/3/2004	8/3/2004		X		Existing plans will be followed for MEO. EFASC Director to acknowledge planned adherence to Government Policy
PWS Reporting Requirement: Security Plan 1.4.5	8/3/2004	8/3/2004		X		Existing plans will be followed for MEO. EFASC Director to acknowledge planned adherence to Government Policy
Certain MEO personnel in the Accounting Operations Division to begin working part time on MEO implementation	8/9/2004	9/30/2004		X		See MEO Step up Staffing Timeline
Ensure the timely reassignment of telephone numbers to the MEO	8/16/2004	8/31/2004	X	X		
Conduct an information management security survey of all automation hardware to include a vulnerability assessment and potential sabotage appraisal	8/16/2004	8/31/2004	X	X		This will be done in coordination with CGO Info Technology authorities since all reviews must be in accordance with existing DOE standards

			HR Transition Team	MEO Stand-up Team	Other	
Certain, limited MEO personnel in the Accounting Operations Division to begin working part time on MEO implementation	8/16/2004	9/30/2004		X		See MEO Step up Staffing Timeline
Certain Select MEO personnel in the Payment Division to begin working part time on MEO implementation	8/23/2004	9/30/2004		X		See MEO Step up Staffing Timeline
Ensure telephone number changes are incorporated in the next scheduled change to the installation telephone directory	8/25/2004	8/31/2004		X		Interim lists will be issued as soon as actual personnel hired
Transition MEO staff to MEO facilities at all locations (Though most will not require a physical move from current location)	9/1/2004	9/30/2004		X		Facility remodeling at Germantown may extend into the first full performance. Remodeling will not impact the MEO's ability to satisfactorily complete all PWS tasks
Contract Start Date	10/1/2004	10/1/2004				

Notes:

[1] Furniture and office equipment includes: large and small conference room tables and chairs, file cabinets, supply cabinets, FAX machines, refrigerators, microwaves, shredders, projector & screen, white boards, and office furniture for work stations (desk, chair, etc.).

[2] Computer and printer equipment includes desktops and laptops, which will be loaded with Adobe Acrobat, Microsoft Project and Microsoft Office, and light duty, heavy duty, and color printers.

[3] Telecommunications equipment includes voice terminals, telecom server, voice gateway, voice server, and video conferencing.

Appendix V Phase-In Staffing Timeline

IHCE ID No.	POSITION	Loc-ation	Loc-ality	G r a d e	MEO FTEs	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
ENERGY FINANCE AND ACCOUNTING SERVICE CENTER (EFASC), OFFICE OF THE DIRECTOR														
1	Director (Program Manager)	DCB	DCB	15	1.00	0.20	0.20	0.20	0.20	0.25	0.30	0.35	0.40	0.45
2	Quality Control Accountant	DCB	DCB	14	1.00					0.10	0.10	0.10	0.20	0.20
EFASC DIV. TOTAL:					2.00									
FINANCIAL REPORTING AND ANALYSIS FRA, OFFICE OF THE DIRECTOR														
3	Director (Supervisory Accountant)	DCB	DCB	15	0.75	0.10	0.10	0.10	0.10	0.20	0.20	0.20	0.20	0.30
4	Program Support Specialist	DCB	DCB	9	0.40				0.10	0.10	0.10	0.10	0.10	0.10
FRA, OFFICE OF DIR. SUB-TOTAL:					1.15									
FINANCIAL REPORTING TEAM														
5	Accountant	DCB	DCB	14	1.00	0.10	0.10	0.10	0.10	0.10	0.20	0.20	0.20	0.30
6	Accountant	DCB	DCB	13	4.00			0.20	0.20	0.20	0.20	0.40	0.40	0.60
7	Accountant	DCB	DCB	12	4.00									
9	Accountant	DCB	DCB	11	1.00									
FIN REPORTING TEAM SUB-TOTAL:					10.00									

IHCE ID No.	POSITION	Loc-ation	Loc-ality	G r a d e	MEO FTEs	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
FINANCIAL SYSTEMS OPERATIONS TEAM														
10	Systems Accountant	DCB	DCB	13	2.00	0.10	0.10	0.15	0.15	0.15	0.15	0.15	0.15	0.15
11	Systems Accountant	DCB	DCB	12	4.00				0.10	0.10	0.10	0.10	0.10	0.10
12	Systems Accountant	DCB	DCB	11	1.00									
FIN SYSTEMS OPS TEAM SUB-TOTAL:					7.00									
FRA DIVISION TOTAL:					18.15									
ACCOUNTING OPERATIONS DIVISION														
ACCOUNTING OPERATIONS, OFFICE OF THE DIRECTOR														
13	Director (Supervisory Accountant)	DCB	DCB	15	1.00		0.10	0.10	0.10	0.10	0.20	0.20	0.40	0.40
14	Program Support Specialist	DCB	DCB	9	0.90									
ACCT OPS, OFFICE OF THE DIRECTOR SUB-TOTAL:					1.90									
GENERAL ACCOUNTING TEAM														
15	Team Lead	DCB	DCB	14	1.00		0.04	0.08	0.12	0.16	0.20	0.24	0.28	0.32
16	Accountant	DCB	DCB	13	1.00							0.20	0.30	0.30
17	Accountant	DCB	DCB	12	5.00							0.40	0.50	0.60
18	Accountant	DCB	DCB	11	9.00					0.20	0.20	0.20	0.20	0.30
19	Accountant	DCB	DCB	9	6.00									
20	Accounting Technician	DCB	DCB	7	2.00					0.10	0.10	0.20	0.20	0.20

IHCE ID No.	POSITION	Loc-ation	Loc-ality	G r a d e	MEO FTEs	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
21	Accounting Technician	DCB	DCB	6	3.00									
GENERAL ACCOUNTING TEAM SUB-TOTAL:					27.00									
TRANSACTIONS PROCESSING TEAM														
22	Team Lead	DCB	DCB	13	1.00			0.20	0.20	0.20	0.20	0.20	0.30	0.30
23	Accountant	DCB	DCB	12	4.00							0.50	0.55	0.60
24	Accountant	DCB	DCB	11	1.00									
25	Accountant	DCB	DCB	9	3.00									
28	Accounting Technician	DCB	DCB	7	6.00									
32	Accounting Technician	DCB	DCB	6	8.00									
TRANSACTION PROCESS. TEAM SUB-TOTAL:					23.00									
CUSTOMER SERVICE AND LIAISON TEAM														
34	Team Lead	DCB	DCB	14	1.00						0.10	0.20	0.20	0.30
ALBUQUERQUE FIELD OFFICE														
35	Accountant	ALB	RUS	13	1.00							0.10	0.10	0.10
36	Accountant	ALB	RUS	11	2.00									
37	Accountant	ALB	RUS	9	2.00									
38	Accounting Technician	ALB	RUS	6	2.00									
OAKRIDGE FIELD OFFICE														
39	Accountant	OAK	RUS	13	1.00							0.05	0.10	0.15
40	Accountant	OAK	RUS	11	1.00									
41	Accounting Technician	OAK	RUS	6	1.00									

IHCE ID No.	POSITION	Loc-ation	Loc-ality	G r a d e	MEO FTEs	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
GERMANTOWN FIELD OFFICE														
42	Accountant	DCB	DCB	13	0.50								0.10	0.10
43	Accountant	DCB	DCB	12	1.00								0.20	0.20
44	Accountant	DCB	DCB	11	2.00									
	Accountant	DCB	DCB	9	0.00									
46	Accounting Technician	DCB	DCB	6	2.00									
CHICAGO FIELD OFFICE														
47	Accountant	CHI	CHI	12	1.00							0.10	0.10	0.10
48	Accountant	CHI	CHI	11	0.50									
49	Accountant	CHI	CHI	9	0.50									
IDAHO FIELD OFFICE														
50	Accountant	IDA	RUS	12	1.00							0.05	0.10	0.15
NAT'L ENERGY TECH LABORATORIES														
51	Accountant	WV	RUS	12	1.00						0.10	0.10	0.10	0.10
52	Accountant	WV	RUS	9	1.00									
SAVANNAH RIVER FO														
53	Accountant	SAV	RUS	12	1.40						0.10	0.10	0.20	0.20
54	Accountant	SAV	RUS	11	1.00									
55	Accounting Technician	SAV	RUS	6	1.00									
RICHLAND FIELD OFFICE														
56	Accountant	RIC	RUS	12	0.75									0.10
CUSTOMER SERVICE TEAM SUB-TOTAL:					25.65									

IHCE ID No.	POSITION	Loc-ation	Loc-ality	G r a d e	MEO FTEs	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
DIVISION TOTAL:					77.55									
PAYMENT DIVISION														
57	Director (Supervisory Accountant)	OR	RUS	14	0.90	0.10	0.10	0.20	0.20	0.25	0.30	0.35	0.40	0.45
58	Secretary	OR	RUS	6	0.50									
59	Systems Accountant	OR	RUS	13	1.00		0.10	0.10	0.15	0.15	0.20	0.25	0.25	0.35
60	Accountant	OR	RUS	12	2.00									
62	Accountant	OR	RUS	11	1.00									
63	Accountant	OR	RUS	9	2.00									0.10
	Accounting Tech (Contractor)	OR	RUS		10.00									
	Program Support Specialist	OR	RUS	9	1.00									
64	File Clerk	OR	RUS	4	2.00									
PAYMENT TOTAL:					20.40									
MEO TOTAL:					118.10									

Appendix V Phase-In Staffing Timeline

IHCE ID No.	POSITION							Total (Per. Weeks)	FTE	IHCE ID No.	Comments
		Week 17	Week 18	Week 19	Week 20	Week 21	Week 22				
	ENERGY FINANCE AND SERVICE CENTER (EFASC DIRECTOR)										
1	Director (Program Manager)	0.50	0.55	0.60	0.65	0.70	0.75	7.00	0.3182	1	* A portion of the Dir. (.10 FTE) will be dedicated to the MEO in Wks 1-6 in addition to the wks shown on the chart.
2	Quality Control Accountant	0.20	0.20	0.30	0.50	0.50	0.50	2.90	0.1318	2	
	EFASC DIV. T										
	FINANCIAL REPORTING FRA, OFFICE OF THE										
3	Director (Supervisory Accountant)	0.30	0.40	0.40	0.50	0.50	0.50	4.20	0.1909	3	
4	Program Support Specialist	0.10	0.10	0.10	0.10	0.10	0.10	1.20	0.0545	4	
	FRA, OFFICE OF DIR.										
	FINANCIAL REPORTING										
5	Accountant	0.30	0.30	0.30	0.40	0.50	0.50	3.70	0.1682	5	
6	Accountant	0.60	0.80	0.80	1.00	1.00	1.60	8.00	0.3636	6	Includes MEO Phase-In work performed by one GS-13 relocating from Albuquerque in week 14
7	Accountant									7	
9	Accountant									9	
	FIN REPORTING TEAM										

IHCE ID No.	POSITION							Total (Per. Weeks)	FTE	IHCE ID No.	Comments
		Week 17	Week 18	Week 19	Week 20	Week 21	Week 22				
	FINANCIAL SYSTEMS OP										
10	Systems Accountant	0.30	0.30	0.30	0.50	0.50	0.50	3.65	0.1659	10	
11	Systems Accountant	0.10	0.10	0.10	0.10	0.10	0.20	1.30	0.0591	11	
12	Systems Accountant									12	
	FIN SYSTEMS OPS TEA										
	FRA DIVISION										
	ACCOUNTING OPERAT										
	ACCOUNTING OPERATION DIRECTO										
13	Director (Supervisory Accountant)	0.40	0.40	0.40	0.50	0.60	0.70	4.60	0.2091	13	
14	Program Support Specialist									14	
	ACCT OPS, OFFICE OF TH										
	TOTAL:										
	GENERAL ACCOUN										
15	Team Lead	0.36	0.40	0.44	0.48	0.52	0.56	4.20	0.1909	15	
16	Accountant	0.40	0.40	0.40	0.50	0.50	0.50	3.50	0.1591	16	Includes MEO Phase-In work performed by one GS-13 relocating from Albuquerque in week 14
17	Accountant	0.60	0.60	0.70	0.70	0.80	0.80	5.70	0.2591	17	Includes MEO Phase-In work performed by one GS-12 relocating from Albuquerque in week 14
18	Accountant	0.30	0.30	0.30	0.40	0.40	0.40	3.20	0.1455	18	
19	Accountant									19	
20	Accounting Technician	0.20	0.30	0.30	0.30	0.30	0.40	2.60	0.1182	20	

IHCE ID No.	POSITION							Total (Per. Weeks)	FTE	IHCE ID No.	Comments
		Week 17	Week 18	Week 19	Week 20	Week 21	Week 22				
21	Accounting Technician									21	
	GENERAL ACCOUNTING T										
	TRANSACTIONS PROC										
22	Team Lead	0.40	0.40	0.50	0.50	0.70	0.70	4.80	0.2182	22	
23	Accountant	0.65	0.70	0.75	0.80	0.85	0.90	6.30	0.2864	23	Includes MEO Phase-In work performed by one GS-12 relocating from Oak Ridge in week 14
24	Accountant									24	
25	Accountant									25	
28	Accounting Technician									28	
32	Accounting Technician									32	
	TRANSACTION PROCES TOTAL:										
	CUSTOMER SERVICE AN										
34	Team Lead	0.30	0.40	0.40	0.50	0.50	0.50	3.40	0.1545	34	
	ALBUQUERQUE FIE										
35	Accountant	0.20	0.20	0.30	0.30	0.30	0.30	1.90	0.0864	35	
36	Accountant									36	
37	Accountant									37	
38	Accounting Technician									38	
	OAKRIDGE FIELD										
39	Accountant	0.20	0.25	0.30	0.35	0.40	0.45	2.25	0.1023	39	
40	Accountant									40	
41	Accounting Technician									41	

IHCE ID No.	POSITION							Total (Per. Weeks)	FTE	IHCE ID No.	Comments
		Week 17	Week 18	Week 19	Week 20	Week 21	Week 22				
	GERMANTOWN FIELD										
42	Accountant	0.10	0.25	0.25	0.25	0.25	0.25	1.55	0.0705	42	
43	Accountant	0.30	0.30	0.40	0.40	0.50	0.50	2.80	0.1273	43	Includes MEO Phase-In work performed by one GS-12 relocating from Oak Ridge in wk. 14
44	Accountant		0.20	0.20	0.20	0.20	0.20	1.00	0.0455	44	
	Accountant										
46	Accounting Technician									46	
	CHICAGO FIELD										
47	Accountant	0.10	0.25	0.25	0.25	0.25	0.35	1.75	0.0795	47	
48	Accountant									48	
49	Accountant									49	
	IDAHO FIELD OFFICE										
50	Accountant	0.20	0.25	0.25	0.25	0.25	0.25	1.75	0.0795	50	
	NAT'L ENERGY TECH CENTER										
51	Accountant	0.20	0.20	0.30	0.30	0.40	0.40	2.20	0.1000	51	
52	Accountant									52	
	SAVANNAH RIVER										
53	Accountant	0.20	0.40	0.40	0.60	0.60	0.60	3.40	0.1545	53	
54	Accountant									54	
55	Accounting Technician									55	
	RICHLAND FIELD										
56	Accountant	0.10	0.10	0.10	0.25	0.25	0.25	1.15	0.0523	56	
	CUSTOMER SERVICE CENTER										

IHCE ID No.	POSITION							Total (Per. Weeks)	FTE	IHCE ID No.	Comments
		Week 17	Week 18	Week 19	Week 20	Week 21	Week 22				
	DIVISION TO										
	PAYMENT DIV										
57	Director (Supervisory Accountant)	0.50	0.50	0.50	0.50	0.50	0.50	5.75	0.2614	57	.1 FTE will be staffed in weeks 4 through 8 in addition to the partial FTEs listed.
58	Secretary									58	
59	Systems Accountant	0.40	0.40	0.40	0.40	0.40	0.50	0.50	0.0227	59	
60	Accountant									60	
62	Accountant									62	
63	Accountant	0.10	0.10	0.20	0.20	0.20	0.20	1.10	0.0500	63	
	Accounting Tech (Contractor)										
	Program Support Specialist										
64	File Clerk									64	
	PAYMENT TO										
	MEO TOTAL:								4.4250		

APPENDIX W

POSITION DESCRIPTIONS

DIRECTOR, ENERGY FINANCIAL SERVICE CENTER SUPERVISORY ACCOUNTANT, GS-510-15

MAJOR DUTIES:

The Director/Program Manager, Energy Finance and Accounting Service Center will maintain operational and program management responsibilities over a staff of approx. 120 professional Accountants and support personnel (including federal contractors) engaged in a wide range of financial services including but not limited to administrative control of funds, accounting, cash management, and travel services for all Departmental elements. The EFASC also has Department-wide responsibilities for payroll processing, labor distribution, permanent change of station (PCS) travel, unemployment compensation, and several other finance and accounting functions. On behalf of the Chief Financial Officer, the Director, acts as the allottee and establishes budgetary controls, monitors use of appropriated funds, performs analyses of uncosted and unpaid obligations, and continuously advises program, budget and Field CFO's on matters relating to budget execution.

Additionally, the Director serves as the champion and co-champion of several Departmental and Government-wide initiatives such as e-HR/Payroll, Federal e-Travel, Time and Attendance, Travel Manager (TM), and the Corporate Human Resource Information System. These initiatives require EFASC to manage and/or lead development, testing, and implementation of systems and procedures that have broad beneficial impact on all Departmental elements, including field offices, and other Government agencies that do business with the Department.

The Program Manager will be responsible for directing system analysis, development, and inter-office coordination activities for new releases of software; implementing, interpreting, and monitoring major accounting policy guidelines; reviewing financial transaction integrity tests and ensuring that appropriate measures are taken to correct deficiencies detected. The Program Manager will also oversee the implementation of EFSC operating procedures and review tests and validation of newly developed or enhanced accounting and financial reporting systems.

SUPERVISORY RESPONSIBILITIES:

The Director EFASC reports to the Director of Financial Analysis and Policy. He/she develops and promulgates short and long range program plans/strategies for both in-service and/or contracted work; as well as policy guidance, including resource levels and program priorities, overall requirements, schedules, milestones and reporting. Determines goals and objectives that need additional emphasis; the best approach or solution for resolving budget shortages; and planning for long range staffing requirements. Promotes and ensures the coordination and integration of various policy issues, technical guidance and program activities with field and other HQ program elements. Ensures that the CFO's strategic plan, mission, vision, and values are communicated to employees; and assures implementation of EFSC/CFO goals and objectives by subordinate supervisors and team leaders.

The Director is also responsible for making selections for subordinate supervisory positions and team leaders. Approving selections for subordinate non-supervisory positions. Assuring reasonable equity of performance standards and rating techniques developed by subordinates; and for assuring comparable equity in the assessment by subordinates. This includes making decisions on work problems presented by

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subordinate supervisors, team leaders, or contractors. Hearing and resolving group grievances or serious employee complaints. Reviewing and approving serious disciplinary actions (e.g., suspensions) involving nonsupervisory subordinates. Evaluating subordinate supervisors or team leaders and serving as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors.

SUPERVISION RECEIVED:

The Director EFSC reports to the Director of Financial Analysis and Policy who provides guidance and direction in terms of broad agency goals and administrative objectives including resource limitations and program requirements. The incumbent is delegated significant authority for the direction of subordinate work units and accomplishment of important internal and external reporting requirements. Work is evaluated for accomplishment of program goals and adherence to broad, government wide, GAO/OMB accounting and financial reporting policies and practices.

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Director, Financial Reporting and Analysis Division
Supervisory Accountant, GS-510-15

Major Duties

The Director Financial Reporting and Analysis Division (FAR) is responsible for directing a staff of approx. 25 professional Accountants. This entails developing, administering and planning accounting policies and procedures and performing financial analyses of DOE accounting activities relating to accounting and systems operations. This includes responsibility for the effective operation of the Departmental accounting system and subsidiary systems, the Statement of Costs Incurred and Claimed, financial statements, and month-end/year-end closings. The division is also responsible for maintenance of the DOE general ledger accounts for controlling funds, assets, liabilities, income and expenses. He/she directs and oversees the interpretation, implementation and review of major GAO/OMB/DOE accounting policy guidelines and directives. Provides authoritative advice and assistance to subordinate employees, DOE program offices, financial managers including DOE Field Office CFO's, and other internal and external customers on accounting policy, reporting requirements, financial systems, and financial program issues.

The Director engages in meetings and discussions with top level representatives from the Office of Management, Budget and Evaluation, Headquarters Program Offices, Integrated Contractors, DOE operations/field offices, the OIG, other federal agencies such as U. S. Treasury, GAO, GSA, OMB, OPM, and with state and local government officials. Responsibilities include coordination of Departmental financial management policies regarding accounting operations, travel, funding issues, financial systems, financial program issues, cost reports, integrated contractor accounting systems and procedures, investment accounting program requirements, DOE Orders and Directives, and general and unique accounting policies and procedures.

Implements, interprets, provides and monitors major accounting policy guidelines and directives to: (a) comply with legislation, Comptroller General decisions, Generally Accepted Accounting Principles, OMB, Treasury, GAO and other governmental regulations; (b) monitor and improve internal controls and compliance with the Federal Managers' Financial Integrity Act (FMFIA); and (c) improve financial management analysis, accounting, financial reporting and disclosure, and effectiveness and efficiency of operations.

Supervisory Responsibilities

The Director FAR, participates in the overall management of the EFSC and shares responsibility with the Director and other EFSC managers for the coordination and integration of various policy issues, technical guidance and program activities and for ensuring that the CFO's strategic plan, mission, vision, and values are communicated to employees; and assures implementation of EFSC/CFO goals and objectives by subordinate team leaders and personnel.

The Director exercises leadership in the selection and application of appropriate problem solving methods and techniques; leads FAR personnel in identifying, distributing, and balancing workload and tasks among subordinate work units; monitors reports on the status and progress of work; and maintains program and administrative reference materials, project files, and relevant background documents; prepares reports and maintain records of work accomplishments and administrative information; and researches and applies a wide range of qualitative and quantitative methods to identify, assess, analyze, and improve FAR effectiveness, efficiency, and work products. Responsibilities include Evaluating the work performance of subordinates; Giving advice, counsel, or instruction to employees on both work and administrative matters; Interviewing candidates for positions and recommending selection, promotion, or reassignment; Hearing and resolving complaints from employees, referring group grievances and more serious unresolved

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complaints to a higher level supervisor or manager; Effecting minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; Identifying developmental and training needs of employees, and providing or arranging for needed development and training; and Finding ways to improve production or increase the quality of the work directed;

Supervision Received:

The incumbent reports to the Director EFSC who provides guidance and direction in terms of DOE/CFO goals and objectives. The incumbent is delegated authority for the direction of subordinate work units and accomplishment of important internal and external reporting requirements. Work is evaluated for accomplishment of program goals and adherence to broad, government wide, GAO/OMB accounting and financial reporting policies and practices.

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Director, Accounting Operations Division
Supervisory Accountant, GS-510-15

Major Duties

The Director Accounting Operations Division is responsible for directing a staff of approx. 75 professional Accountants and Accounting Technicians. This entails developing, administering and planning accounting policies and procedures and performing financial analyses of DOE accounting activities relating to accounting and systems operations. This includes responsibility for the effective operation of the Departmental accounting system and subsidiary systems, financial statements, and month-end/year-end closings. The division is also responsible for maintenance of the DOE general ledger accounts for controlling funds, assets, liabilities, income and expenses. He/she directs and oversees the interpretation, implementation and review of major GAO/OMB/DOE accounting policy guidelines and directives. Provides authoritative advice and assistance to subordinate employees, DOE program offices, financial managers including DOE Field Office CFO's, and other internal and external customers on accounting policy, reporting requirements, financial systems, and financial program issues.

The Director engages in meetings and discussions with top level representatives from the Office of Management, Budget and Evaluation, Headquarters Program Offices, Integrated Contractors, DOE operations/field offices, the OIG, other federal agencies such as U. S. Treasury, GAO, GSA, OMB, OPM, and with state and local government officials. Responsibilities include coordination of Departmental financial management policies regarding accounting operations, travel, funding issues, financial systems, financial program issues, cost reports, integrated contractor accounting systems and procedures, investment accounting program requirements, DOE Orders and Directives, and general and unique accounting policies and procedures.

Implements, interprets, provides and monitors major accounting policy guidelines and directives to: (a) comply with legislation, Comptroller General decisions, Generally Accepted Accounting Principles, OMB, Treasury, GAO and other governmental regulations; (b) monitor and improve internal controls and compliance with the Federal Managers' Financial Integrity Act (FMFIA); and (c) improve financial management analysis, accounting, financial reporting and disclosure, and effectiveness and efficiency of operations.

Supervisory Responsibilities

The Director participates in the overall management of the EFSC and shares responsibility with the Director and other EFSC managers for the coordination and integration of various policy issues, technical guidance and program activities and for ensuring that the CFO's strategic plan, mission, vision, and values are communicated to employees; and assures implementation of EFSC/CFO goals and objectives by subordinate team leaders and personnel.

The Director exercises leadership in the selection and application of appropriate problem solving methods and techniques; leads Accounting Operations personnel in identifying, distributing, and balancing workload and tasks among subordinate work units; monitors reports on the status and progress of work; and maintains program and administrative reference materials, project files, and relevant background documents; prepares reports and maintain records of work accomplishments and administrative information; and researches and applies a wide range of qualitative and quantitative methods to identify, assess, analyze, and improve Accounting Operations effectiveness, efficiency, and work products. Responsibilities include Evaluating the work performance of subordinates; Giving advice, counsel, or instruction to employees on both work and administrative matters; Interviewing candidates for positions and recommending selection, promotion, or reassignment; Hearing and resolving complaints from

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employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; Effecting minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; Identifying developmental and training needs of employees, and providing or arranging for needed development and training; and Finding ways to improve production or increase the quality of the work directed;

Supervision Received:

The incumbent reports to the Director EFSC who provides guidance and direction in terms of DOE/CFO goals and objectives. The incumbent is delegated authority for the direction of subordinate work units and accomplishment of important internal and external reporting requirements. Work is evaluated for accomplishment of program goals and adherence to broad, government wide, GAO/OMB accounting and financial reporting policies and practices.

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POSITION DESCRIPTION COVER SHEET

PD Number
2003-xxxx

ORGANIZATIONAL DATA	
Organization Department of Energy	Org Code XXXX
OFFICE OF CHIEF FINANCIAL OFFICER ENERGY FINANCIAL SERVICE CENTER	Service Field
Organizational Title of Position (e.g., Project Manager, Facility Representative, Director, Assistant Manager)	Employing Office/Location Aiken, SC
	Duty Station DOE

POSITION DATA					
OFFICIAL CLASSIFICATION	Title ACCOUNTANT	Pay Plan GS	Occupational Code 0510	Grade 12	
FLSA Exempt	Competitive Level 134	Competitive Area HQ	Functional Class 00	Sensitivity 2-Noncritical Sensitive	Drug Designated No
Position Occupied Competitive	Position Type Other	Manager Level 8	Financial Disclosure Yes	Security Clearance Level 2-L	PATCO Professional
TOP No	TOP Functional Area(s)				
Full Performance Grade 12	Career Ladder PD#s				

CERTIFICATIONS	
SUPERVISORY OR MANAGERIAL CERTIFICATION	
I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulation's.	
(Signature on File)	Date
John R. Pescosolido, Agency Tender Official	Date
Most Recent Re-certification (Supervisor Name and Date)	

POSITION CLASSIFICATION CERTIFICATION	
I certify that this position has been classified/graded as required by Title 5, U.S. Code, Chapter 51, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply, consistently with the most applicable published standards.	
(Signature on File)	Date
William Pearce, Human Resources Advisor	Date
Re-certifications (Name and Date)	
Position Classification Standards Referenced OPM GS PCS, Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group, dated Dec 2000	

REMARKS
Prepared for use under A-76 Financial Services Outsourcing Study -- Agency Tender Offer

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**FIELD LIAISON ACCOUNTANT
GS-0510-12**

SUMMARY OF DUTIES

The primary purpose of this position is to serve as a technical authority for accounting services at the assigned field location and to provide liaison services between internal and external customers and stakeholders at that field location and the Energy Financial Services Center (EFSC) located in DOE-HQ at Germantown. The incumbent performs a wide variety of assignments designed to provide value-added services and accounting information to internal and external customers. This includes: entry of certain types of financial transactions into the DOE's accounting system and subsystems; meeting local and site specific reporting needs; providing accounting policy interpretation and guidance to employees at the assigned office; and, interfacing with EFSC employees in resolving accounting problems and issues arising at the assigned field location, including resolving integrated contractor edits related to accounting data submissions. Performs special work breakdown structure (cost centers, financial plans, and fund type) costing for Departmental programs for the assigned field location.

MAJOR DUTIES

Performs difficult and diverse cost accounting work, including cost accruals and balance sheet account analysis/reconciliation, and is responsible for the application of accounting principles, theories, concepts and practices to a wide variety of complicated situations and problems at the assigned location. Makes recommendations for changing and improving the methods by which the work is accomplished.

Performs the following specific activities related to accounting operations at the assigned field location:

- Record reservation, dereservation, obligation, and deobligation entries.
- Process and resolve errors for reservation, dereservation, obligation, and deobligation data in automated interfaces.
- Prepare, consolidate, and record accounting entries in DOE's primary accounting and reporting system and DIMS, perform systems reconciliations, and submit quarterly Nuclear Materials Inventory Report.
- Transmit bulk files for integrated and non-integrated contractors
- Obtain IPAC funding information for recording in DOE's primary accounting and reporting system
- Conduct current year deobligation reviews of the previous year's outstanding obligations.
- Close out contracts
- Perform contract transfers
- Establish vendor profiles and input for payment modifications into DOE's primary accounting and reporting system ranging from routine to complex.
- Review accuracy of accounting data on approved statement
- Extract and compile local mileage from trip information for annual local mileage reimbursable report.
- Provide customer service and respond to and resolve user requests (e.g., user assistance for TM, general questions relating to established travel policy).
- Prepare and submit International Transaction Report (A-65).

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- Prepare and submit quarterly SF 220.9 Report (Report on Receivables Due from the Public), Part I (Status of Receivables) and Part II (Debt Mgt Tool & Techniques Performance Data).
- Generate and submit Non-Cash Fringe Benefits Report.
- Prepare and submit Non-Federal Source Travel Payment report
- Reconcile collection reports with DOE's primary accounting and reporting system.
- Review and analyze financial statements to compare current year balances with prior year balances.
- Develop, collect, and compile footnotes and other supplemental stewardship information reports
- Coordinate and respond to questions from CO and auditors concerning financial statements and provide additional data.
- Review and analyze abnormal balances from MARS-generated FMS 2108.
- Review outstanding obligations against source documents
- Develop footnotes for negative balances on FMS 2108.

Performs special projects frequently, e.g., compiling accounting information to comply with special requests from various Departmental elements, Congressional inquiries, the Office of Management and Budget (OMB), and other federal agencies.

Provides direction and guidance to DOE program officials/employees as well as Departmental contractors on operating accounting policies and procedures. Reviews compliance with DOE orders.

Advises Contracting Officer Representatives (CORs) on funding and costing issues and concerns with grants, contracts and cooperative agreements. Assures compliance with the requirements and guidelines as established by DOE Orders, the FAR, Treasury procedures, etc. Monitors and assures that all grant and contractor activity are properly recorded and reconciled in DISCAS and on the SF-224. The employee promptly resolves all discrepancies.

Responds to frequent and complex inquiries from customers and various levels of management who are seeking advice or interpretation of policies and procedures, status of procurement and costing activities, and other accounting activities that are essential for individuals to manage their programs and resources.

Serves as local field office contact for travel and payroll policy expertise, interpreting unclear guidance, researching unique problems and making recommendations to management. Issues written policy, office procedures and guidance (i.e., new employee briefing and procedures, local travel, Travel Manual) and responds to questions and problems. Independently researches, analyzes, and recommends resolutions to problems, concerns and issues.

Maintains financial integrity of financial processes and databases. Initiates, establishes and maintains effective working relationships, including contacts with contractual and program officials, furnishes cost data, secures information on operations and problems, and provides expert advice to customers.

Maintains and improves individual technical and professional competencies required to satisfactorily perform the duties of the position.

Performs other duties as assigned.

FACTOR 1. COMPETENCIES REQUIRED BY THE POSITION

GENERIC

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Knowledge of the DOE organization, missions, functions, programs, internal operations, and administrative policies and procedures to adequately and effectively perform work. (Working Level)

Ability to cooperate with others through give and take, obtains information, and accomplishes goals. (Working Level)

Ability to express facts and ideas in writing in a clear, concise, accurate, and grammatically correct manner. (Working Level)

Ability to clearly convey appropriate information orally to individuals or groups. (Working Level)

Ability to effectively use and/or administer available resources. (Working Level)

Ability to produce quality results by addressing customer needs, analyzing and resolving problems, and maintaining accountability for achieving milestones. (Working Level)

Ability to value cultural diversity and other individual differences in the workplace, foster teamwork, and constructively respond to feedback and conflict. (Working Level)

Ability to set work-related goals and objectives and apply innovative solutions to accomplish assigned work. (Working Level)

Knowledge of established physical, computer, and information security regulations and procedures. (Familiarity Level)

SERIES-SPECIFIC

Professional knowledge of the theories, systems, concepts, principles, practices, methods and techniques of accounting sufficient to address all kinds of accounting situations, conduct financial analyses and studies, and determine the effects of accounting transactions on operating and capital programs. (Working Level) This is a Super Recruitment KSA.

Ability to assess the audience and prepare and deliver presentations (e.g., oral briefings, technical reports, memorandums) that enables understanding and result in acceptance and/or concurrence. (Working Level)

ORGANIZATION-SPECIFIC

Knowledge of federal laws, including appropriations law, regulations and Comptroller General decisions sufficient to independently apply established accounting principles, theories, techniques and methodologies to multiple situations, financial analyses and studies, and to determine the effects of accounting transactions on operating and capital programs. (Expert Level) This is a Recruitment KSA.

Knowledge of the utilization and application of ADP systems sufficient to control, evaluate, recommend, and install applications for accounting and funds control. (Expert Level) This is a Recruitment KSA.

Knowledge of computer capabilities, code structures, etc., to develop and design computer-prepared reports and to utilize ADP technology to facilitate data collections, financial analyses, etc. (Expert Level)

Knowledge of ADP systems sufficient to perform duties in an automated system environment, to verify and evaluate contractor data, and to evaluate the adequacy of the contractor accounting system. (Working Level)

Knowledge of DOE financial operations (general ledger, financial systems development, reports, cash management, and budget) and comparable functions sufficient to implement accounting practices consistent with generally accepted accounting principles. (Working Level)

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Knowledge of DOE missions, programs, and activities sufficient to design, develop and establish work breakdown structure costing and to evaluate the results. (Working Level)

Knowledge of legislative and administrative processes, statutes, and regulations relating to accounting and other financial matters as directed by GAO, OMB, OPM and Treasury in order to effectively manage data and recognize deviations from requirements. (Working Level)

Ability to gather, assemble, correlate, and analyze facts; draw sound conclusions; and make recommendations associated with improving the efficiency of work methods, procedures, and management control systems. (Working Level)

Factor Level 7 Points: 1250

FACTOR 2. SUPERVISORY CONTROLS

The supervisor sets overall objectives, policies and guidance. The employee works independently, exercising judgment and applying sound management principles while engaged in routine operations. Work is evaluated on the basis of finished projects. The incumbent plans and carries out assignments, resolves most conflicts, coordinates work with others, interprets policy on own initiative in terms of established objectives, and determines approaches and methodologies to be used. The incumbent keeps the supervisor informed of progress, potentially controversial matters and far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of effectiveness and expected results.

Factor Level 4 Points: 450

FACTOR 3. GUIDELINES

Guidelines include DOE policies, Federal Financial Accounting Standards, and generally accepted accounting principles. Guidelines are available but have significant gaps in specificity. The incumbent uses initiative and judgment in interpreting and adopting guidelines, such as agency policies and regulations for application to specific and complex accounting cases, situations, problems and activities. The incumbent also develops new methods and criteria, developing guidelines for use by others. The incumbent uses judgment in deviating from traditional methods to develop new methods, criteria, and/or policies.

Factor Level 4 Points: 450

FACTOR 4. COMPLEXITY

The incumbent performs a variety of complex and diversified tasks that affect several unrelated accounting systems and involve billions of dollars. Many of the assignments must be accomplished within restrictive time deadlines as dictated by the accounting system-processing schedule. The incumbent's work has a significant impact on the accuracy and timeliness of accounting reports provided to U.S. Treasury, Federal Reserve and various other DOE activities. The work includes varied duties requiring many different and unrelated accounting processes and methods applied to substantial depth of analysis and to a broad range of accounting activities. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology and interpretation and evaluation processes resulting from such elements as continuing changes in program, conflicting requirements and new developments. The work requires originating new accounting techniques, establishing criteria and developing new methodology.

Factor Level 5 Points: 325

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FACTOR 5. SCOPE AND EFFECT

The work involves establishing criteria, formulating accounting projects, assessing program effectiveness and investigating and analyzing a variety of unusual accounting conditions, problems and questions. End results affect a wide range of DOE activities, industrial concerns and other federal agencies. Accuracy and reliability in performing these duties and analyses contribute to the overall integrity of the team operations and ensure that contractors, grantees, vendors and travelers are paid properly and in a timely manner.

Factor Level 4 Points: 225

FACTOR 6. PERSONAL CONTACTS

Contacts are with employees, accountants and technical management officials throughout the Department, including those at DOE-HQ, in contractor organizations, other DOE operations/field offices, integrated and nonintegrated contractors, vendors, grantees, U.S. Treasury, Office of Inspector General, Federal Reserve, other Federal Agencies and others. Contacts take place in a moderately unstructured setting.

Factor Level 3 Points: 60

FACTOR 7. PURPOSE OF CONTACTS

Contacts are to influence, motivate, inquire and obtain desired action and data to accomplish cost accounting objectives; gain compliance with DOE procedures and policies; and to serve as a basis for assessment and evaluation. The incumbent furnishes cost data, secures information on operations and problems, resolves issues or disagreements arising between CFO and/or other program offices and government agencies, recommends appropriate actions and furnishes advice.

Factor Level C Points: 120

FACTOR 8. PHYSICAL DEMANDS

The work is sedentary. However, there may be some walking, standing, bending, or carrying of light items. No special physical demands are required to perform the work.

Factor Level 1 Points: 5

FACTOR 9. WORK ENVIRONMENT

The work involves moderate risk or discomforts that require normal safety precautions typical of such places as offices. The work area is adequately lighted, heated, and ventilated.

Factor Level 1 Points: 5

Total Points: 2890

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POSITION DESCRIPTION COVER SHEET

PD Number
2003-xxxx

ORGANIZATIONAL DATA	
Organization Department of Energy	Org Code XXXX
OFFICE OF CHIEF FINANCIAL OFFICER ENERGY FINANCIAL SERVICE CENTER	Service HQ
	Employing Office/Location Germantown, Md
Organizational Title of Position (e.g., Project Manager, Facility Representative, Director, Assistant Manager)	Duty Station DOE

POSITION DATA				
OFFICIAL CLASSIFICATION	Title ACCOUNTANT	Pay Plan GS	Occupational Code 0510	Grade 12

FLSA Exempt	Competitive Level 134	Competitive Area HQ	Functional Class 00	Sensitivity 2-Noncritical Sensitive	Drug Designated No
Position Occupied Competitive	Position Type Other	Manager Level 8	Financial Disclosure Yes	Security Clearance Level 2-L	PATCO Professional
TOP No	TOP Functional Area(s)				
Full Performance Grade 12	Career Ladder PD#s				

CERTIFICATIONS

SUPERVISORY OR MANAGERIAL CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulation's.

(Signature on File) _____

John R. Pescosolido, Agency Tender Official _____ Date _____

Most Recent Re-certification (Supervisor Name and Date)

POSITION CLASSIFICATION CERTIFICATION

I certify that this position has been classified/graded as required by Title 5, U.S. Code, Chapter 51, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply, consistently with the most applicable published standards.

(Signature on File) _____

William Pearce, Human Resources Advisor _____ Date _____

Re-certifications (Name and Date)

Position Classification Standards Referenced
OPM GS PCS, Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group, dated Dec 2000

REMARKS

Prepared for use under A-76 Financial Services Outsourcing Study -- Agency Tender Offer

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**ACCOUNTANT
GS-0510-12**

SUMMARY OF DUTIES

The primary purpose of this position is to serve as a technical authority for accounting services within the Energy Financial Services Center located in DOE-HQ at Germantown. The incumbent performs a wide variety of assignments designed to provide value-added services and accounting information to DOE's internal and external customers. Verifies and substantiates the accounting data recorded in the accounting system and subsystems utilized by the Department. Performs cost control accounting and reporting functions for various general ledger activities and statement of operations, including cost ledger. Performs special work breakdown structure (cost centers, financial plans, and fund type) costing for Departmental programs.

MAJOR DUTIES

Performs difficult and diverse cost accounting work, including cost accruals and financial transfers (OPACs) and is responsible for the application of accounting principles, theories, concepts and practices to a wide variety of complicated situations and problems. Makes recommendations for changing and improving the methods by which the work is accomplished.

Makes day-to-day decisions concerning the accounting treatment of financial transactions. Conducts day-to-day operations of a very large and complex financial system involving cost accruals, multiple fund types and financial plans and task accounting and interfaces and correlates the work with other related functions and tasks. Plans, revises, coordinates and directs work breakdown structure activities with technical program staff, contractors, and other DOE offices, U.S. Treasury, Federal Reserve and other Federal Agencies.

Examines accounting source documents for adequacy and propriety and ensures that these can properly substantiate accounting transactions. If documents are deficient or incorrect, collaborates with responsible individuals to independently fix the deficiency or impropriety. Uses source documents and records transactions in the automated accounting systems, ensuring they are processed in compliance with accounting standards and principles, and DOE policies and procedures.

Reviews audit reports in the areas of travel and payroll and recommends CFO positions on assigned reports and correspondence.

Performs special projects frequently, e.g., compiling accounting information to comply with special requests from various Departmental elements, Congressional inquiries, the Office of Management and Budget (OMB), and other federal agencies.

Provides direction and guidance to DOE program officials/employees as well as Departmental contractors on operating accounting policies and procedures. Reviews compliance with DOE orders.

Advises Contracting Officer Representatives (CORs) on funding and costing issues and concerns with grants, contracts and cooperative agreements. Assures compliance with the requirements and guidelines as established by DOE Orders, the FAR, Treasury procedures, etc. Monitors and assures that all grant and contractor activity are properly recorded and reconciled in DISCAS and on the SF-224. The employee promptly resolves all discrepancies.

Contributes to monthly preparation of the Treasury's SF-224 statement of operations and statement of difference reports. Assures that all payments and deposits are properly recorded, reconciled to subsidiary ledgers/systems, and have passed all edits. Advises the appropriate professional staff member of errors and assures that they are corrected prior to submission of the SF 224. Assures that all payments and

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deposits are recorded and reconciled with DISCAS and with applicable financial accounts maintained by the Energy Payments Center. The incumbent promptly resolves all discrepancies.

Responds to frequent and complex inquiries from customers and various levels of management who are seeking advice or interpretation of policies and procedures, status of procurement and costing activities, and other accounting activities that are essential for individuals to manage their programs and resources.

Serves as travel and payroll policy expert, travel credit card coordinator, interpreting unclear guidance, researching unique problems and making recommendations to management. Issues written policy, office procedures and guidance (i.e., new employee briefing and procedures, local travel, Travel Manual, and FOCUS articles) and responds to questions and problems. Independently researches, analyzes, and recommends resolutions to problems, concerns and issues. Acts as Travel Manager Systems Administrator Super User in developing, testing, training, and implementing system changes, updates, edits and archives.

Performs obligation of Training documents, assuring that the accounting information is correct and input timely into the accounting system. Notifies Human Resources (training) staff of errors or inconsistencies on training authorization documents.

Maintains financial integrity of financial processes and databases. Initiates, establishes and maintains effective working relationships, including contacts with contractual and program officials, furnishes cost data, secures information on operations and problems, and provides expert advice to customers.

Maintains and improves individual technical and professional competencies required to satisfactorily perform the duties of the position.

Performs other duties as assigned.

FACTOR 1. COMPETENCIES REQUIRED BY THE POSITION

GENERIC:

Knowledge of the DOE organization, missions, functions, programs, internal operations, and administrative policies and procedures to adequately and effectively perform work. (Working Level)

Ability to cooperate with others through give and take, obtain information, and accomplish goals. (Working Level)

Ability to express facts and ideas in writing in a clear, concise, accurate, and grammatically correct manner. (Working Level)

Ability to clearly convey appropriate information orally to individuals or groups. (Working Level)

Ability to effectively use and/or administer available resources. (Working Level)

Ability to produce quality results by addressing customer needs, analyzing and resolving problems, and maintaining accountability for achieving milestones. (Working Level)

Ability to value cultural diversity and other individual differences in the workplace, foster teamwork, and constructively respond to feedback and conflict. (Working Level)

Ability to set work-related goals and objectives and apply innovative solutions to accomplish assigned work. (Working Level)

Knowledge of established physical, computer, and information security regulations and procedures. (Familiarity Level)

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SERIES-SPECIFIC

Professional knowledge of the theories, systems, concepts, principles, practices, methods and techniques of accounting sufficient to address all kinds of accounting situations, conduct financial analyses and studies, and determine the effects of accounting transactions on operating and capital programs. (Working Level) This is a Super Recruitment KSA.

Ability to assess the audience and prepare and deliver presentations (e.g., oral briefings, technical reports, memorandums) that enable understanding and result in acceptance and/or concurrence. (Working Level)

ORGANIZATION-SPECIFIC

Knowledge of federal laws, including appropriations law, regulations and Comptroller General decisions sufficient to independently apply established accounting principles, theories, techniques and methodologies to multiple situations, financial analyses and studies, and to determine the effects of accounting transactions on operating and capital programs. (Expert Level) This is a Recruitment KSA.

Knowledge of the utilization and application of ADP systems sufficient to control, evaluate, recommend, and install applications for accounting and funds control. (Expert Level) This is a Recruitment KSA.

Knowledge of computer capabilities, code structures, etc., to develop and design computer-prepared reports and to utilize ADP technology to facilitate data collections, financial analyses, etc. (Expert Level)

Knowledge of ADP systems sufficient to perform duties in an automated system environment, to verify and evaluate contractor data, and to evaluate the adequacy of the contractor accounting system. (Working Level)

Knowledge of DOE financial operations (general ledger, financial systems development, reports, cash management, and budget) and comparable functions sufficient to implement accounting practices consistent with generally accepted accounting principles. (Working Level)

Knowledge of DOE missions, programs, and activities sufficient to design, develop and establish work breakdown structure costing and to evaluate the results. (Working Level)

Knowledge of legislative and administrative processes, statutes, and regulations relating to accounting and other financial matters as directed by GAO, OMB, OPM and Treasury in order to effectively manage data and recognize deviations from requirements. (Working Level)

Ability to gather, assemble, correlate, and analyze facts; draw sound conclusions; and make recommendations associated with improving the efficiency of work methods, procedures, and management control systems. (Working Level)

Factor Level 7 Points: 1250

FACTOR 2. SUPERVISORY CONTROLS

The supervisor sets overall objectives, policies and guidance. The employee works independently, exercising judgment and applying sound management principles while engaged in routine operations. Work is evaluated on the basis of finished projects. The incumbent plans and carries out assignments, resolves most conflicts, coordinates work with others, interprets policy on own initiative in terms of established objectives, and determines approaches and methodologies to be used. The incumbent keeps the supervisor informed of progress, potentially controversial matters and far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of effectiveness and expected results.

Factor Level 4 Points: 450

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FACTOR 3. GUIDELINES

Guidelines include DOE policies, Federal Financial Accounting Standards, and generally accepted accounting principles. Guidelines are available but have significant gaps in specificity. The incumbent uses initiative and judgment in interpreting and adopting guidelines, such as agency policies and regulations for application to specific and complex accounting cases, situations, problems and activities. The incumbent also develops new methods and criteria, developing guidelines for use by others. The incumbent uses judgment in deviating from traditional methods to develop new methods, criteria, and/or policies.

Factor Level 4 Points: 450

FACTOR 4. COMPLEXITY

The incumbent performs a variety of complex and diversified tasks that affect several unrelated accounting systems and involve billions of dollars. Many of the assignments must be accomplished within restrictive time deadlines as dictated by the accounting system-processing schedule. The incumbent's work has a significant impact on the accuracy and timeliness of accounting reports provided to U.S. Treasury, Federal Reserve and various other DOE activities. The work includes varied duties requiring many different and unrelated accounting processes and methods applied to substantial depth of analysis and to a broad range of accounting activities. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology and interpretation and evaluation processes resulting from such elements as continuing changes in program, conflicting requirements and new developments. The work requires originating new accounting techniques, establishing criteria and developing new methodology.

Factor Level 5 Points: 325

FACTOR 5. SCOPE AND EFFECT

The work involves establishing criteria, formulating accounting projects, assessing program effectiveness and investigating and analyzing a variety of unusual accounting conditions, problems and questions. End results affect a wide range of DOE activities, industrial concerns and other federal agencies. Accuracy and reliability in performing these duties and analyses contribute to the overall integrity of the team operations and ensure that contractors, grantees, vendors and travelers are paid properly and in a timely manner.

Factor Level 4 Points: 225

FACTOR 6. PERSONAL CONTACTS

Contacts are with employees, accountants and technical management officials throughout the Department, including those at DOE-HQ, in contractor organizations, other DOE operations/field offices, integrated and nonintegrated contractors, vendors, grantees, U.S. Treasury, Office of Inspector General, Federal Reserve, other Federal Agencies and others. Contacts take place in a moderately unstructured setting.

Factor Level 3 Points: 60

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FACTOR 7. PURPOSE OF CONTACTS

Contacts are to influence, motivate, inquire and obtain desired action and data to accomplish cost accounting objectives; gain compliance with DOE procedures and policies; and to serve as a basis for assessment and evaluation. The incumbent furnishes cost data, secures information on operations and problems, resolves issues or disagreements arising between CFO and/or other program offices and government agencies, recommends appropriate actions and furnishes advice.

Factor Level C Points: 120

FACTOR 8. PHYSICAL DEMANDS

The work is sedentary. However, there may be some walking, standing, bending, or carrying of light items. No special physical demands are required to perform the work.

Factor Level 1 Points: 5

FACTOR 9. WORK ENVIRONMENT

The work involves moderate risk or discomforts that require normal safety precautions typical of such places as offices. The work area is adequately lighted, heated, and ventilated.

Factor Level 1 Points: 5

Total Points: 2890

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POSITION DESCRIPTION COVER SHEET

PD Number
2003- xxxx

ORGANIZATIONAL DATA	
Organization Department of Energy	Org Code
Office of Chief Financial Officer Energy Financial Service Center	Service HQ
Organizational Title of Position (e.g., Project Manager, Facility Representative, Director, Assistant Manager)	Employing Office/Location Germantown, Md
	Duty Station DOE-HQ

POSITION DATA				
OFFICIAL CLASSIFICATION	Title ACCOUNTANT	Pay Plan GS	Occupational Code 0510	Grade 13

FLSA Exempt	Competitive Level 044	Competitive Area HQ	Functional Class 00	Sensitivity 4-Special Sensitive	Drug Designated Yes
Position Occupied Competitive	Position Type Other	Manager Level 8	Financial Disclosure No	Security Clearance Level L	PATCO Professional
TOP No	TOP Functional Area(s)				
Full Performance Grade 13	Career Ladder PD#s				

CERTIFICATIONS

SUPERVISORY OR MANAGERIAL CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulation's.

(Signature on File)

John R. Pescosolido, Agency Tender Official _____ Date _____

Most Recent Re-certification (Supervisor Name and Date)

POSITION CLASSIFICATION CERTIFICATION

I certify that this position has been classified/graded as required by Title 5, U.S. Code, Chapter 51, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply, consistently with the most applicable published standards.

(Signature on File)

William Pearce, Human Resources Advisor _____ Date _____

Re-certifications (Name and Date)

Position Classification Standards Referenced
OPM GS PCS, Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group, dated Dec 2000

REMARKS

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**ACCOUNTANT
GS-0510-13**

SUMMARY OF DUTIES

Serves as Senior Accountant and assists in developing, administering and planning accounting policies and procedures and performing financial analyses of DOE accounting activities relating to accounting and systems operations. Responsible for the effective operation of the Departmental accounting system and subsidiary systems, the Statement of Costs Incurred and Claimed, financial statements, and month-end/year-end closings. Responsible for maintenance of the DOE general ledger accounts for controlling funds, assets, liabilities, income and expenses. Implements, interprets, provides and monitors major accounting policy guidelines and directives. Provides advice and assistance to DOE program offices, financial managers, and other customers on accounting policy, reporting, financial systems, and financial program issues.

MAJOR DUTIES

Maintains professional contacts with representatives from Budget, Program Offices, Integrated Contractors, other contractors, DOE operations/field offices, OIG, other federal agencies such as U. S. Treasury, GAO, GSA, OMB, OPM, and with state and local governments. Responsibilities include coordination of Departmental financial management policies regarding accounting operations, travel, funding issues, financial systems, financial program issues, cost reports, integrated contractor accounting systems and procedures, investment accounting program requirements, DOE Orders and Directives, and general and unique accounting policies and procedures.

Provides extensive interfacing with Financial Management Systems personnel on a wide variety of complex accounting issues. Accountant makes recommendations, develops new strategies, resolves problems, provides data and analyses, and responds to inquiries from Congress, OIG, GAO, OMB, and other federal agencies.

Implements, interprets, provides and monitors major accounting policy guidelines and directives to: (a) comply with legislation, Comptroller General decisions, Generally Accepted Accounting Principles, OMB, Treasury, GAO and other governmental regulations; (b) monitor and improve internal controls and compliance with the Federal Managers' Financial Integrity Act (FMFIA); and (c) improve financial management analysis, accounting, financial reporting and disclosure, and effectiveness and efficiency of operations.

Develops, updates, implements and uses the Departmental accounting directives (DOE Orders and the DOE Accounting Handbook), which prescribe accounting code structure and recording of transactions according to the U. S. Government Standard General Ledger (SGL). Develops operating procedures and internal and external reporting requirements to provide for proper accounting and reporting of accounting transactions. Assures that the accounting code structure is maintained current, and provides detailed support for accounting instructions to assure consistently compiled data.

Provides and implements policy guidance and direction for comprehensive financial management functions and appropriate interrelationships with program functions to ensure implementation of financial management initiatives such as accounting operations, reporting on internal controls according to FMFIA requirements, government charge card programs, and travel management.

Participates or assists in decision-making sessions with management to determine and implement resolution to problems and/or to recommend actions or alternatives to resolve unfavorable situations or problems.

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Provides accounting and financial expert advice to program operating officials regarding fund availability, operating procedures, and financial management improvements; to budget and administrative officials regarding use of accounting and financial records to make budget projections and formulate future budgets and appropriation requests; and to management and the Chief Financial Officer (CFO) regarding use and expenditure of fund allocations for ongoing programs and planning for new or revised ones.

Contributes, evaluates and reviews the overall coordination, design development review, and modification of all accounting, financial and related systems for effective financial management, including budgetary and program functions in accordance with GAO, OMB, Treasury, Departmental guidance. Conceptualizes and provides functional user input into the design of accounting systems or subsystems. Identifies and justifies the need for primary or unique subsidiary program systems development based on cost-benefit analyses, GAO standards, OMB regulations, user requirements, and multi-function integration needs.

Conducts tests and validation of newly developed or enhanced accounting and financial reporting systems; reviews system validation and test results; reviews and approves system change requests; defines accounting and financial system requirements such as account coding structure and reporting associated with the development or enhancement of financial systems; recommends and approves changes to accounting policies, operating procedures and automated data system guidance to enhance such system operations.

Assists in developing, administering and planning accounting policies and procedures and performing financial analyses of DOE accounting activities.

Responsible for Fiscal year-end closings, reporting, reopening, Statement Costs Incurred and Claimed, and financial statements. Provides a structure for monthly reporting of financial data, including program costs, balance sheet changes, and financial plans.

Trains and directs other DOE and contractor personnel on accounting system operations, processing and procedures. Implements system changes with contractor personnel and performs follow-up activities to assure full compliance with system requirements.

Assures that all accounting data are current, accurate, and complete, and reported in a timely manner. Provides direction and guidance to others on operating accounting policies and procedures pertaining to such areas as general ledger operations, inter-office and intra-office transfers, and DOE accounting system operational requirements.

Within broad DOE policies, formulates, develops, and devises accounting systems, procedures, and methods covering automated general ledger operations. Directs, implements and reviews account maintenance of appropriated and non-appropriated funds. Responsible for maintenance of the general ledger accounts for controlling funds, assets, liabilities, income, and expenses contained in the accounting system and subsidiary systems.

Develops on a continuous basis accounting procedures necessary to record, classify, and control transactions. Responsible for maintaining the integrity of financial processes and databases.

Responsible for the Administrative Control of Funds (allotments) including controlling the funds to assure that Congressional limits are not exceeded, and violation of the Anti-Deficiency Act does not occur, nor are there any administrative control of funds violations. Monitors funds and resources to ensure that they are used in accordance with appropriations law and Congressional intent. This administrative control of funds system includes authorizations, certifications of fund availability, documents, procedures, and reconciliation and verifications of cash flows. Advises the CFO and Senior Management of any violations of the Anti-Deficiency Act and/or administrative violations and apparent administrative violations.

Serves as financial expert on government appropriations, allotments, collections, obligations, and fund accounting including providing and integrating background and historical data to resolve current accounting problems.

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Directs, performs, and coordinates the preparation of specific budget information such as working capital changes and details of transfers between Departmental entities and its integrated contractors. Develops specific reports and procedures to furnish management with special information of designated activities as required.

Maintains and improves individual technical and professional competencies required to satisfactorily perform the duties of the position.

Performs other duties as assigned.

FACTOR 1. COMPETENCIES REQUIRED BY THE POSITION

SITE-GENERIC:

Knowledge of the DOE organization, missions, functions, programs, internal operations, and administrative policies and procedures to adequately and effectively perform work. (Working Level)

Ability to cooperate with others through give and take, obtain information, and accomplish goals. (Working Level)

Ability to express facts and ideas in writing in a clear, concise, accurate, and grammatically correct manner. (Working Level)

Ability to clearly convey appropriate information orally to individuals or groups. (Working Level)

Ability to effectively use and/or administer available resources. (Working Level)

Ability to produce quality results by addressing customer needs, analyzing and resolving problems, and maintaining accountability for achieving milestones. (Working Level)

Ability to value cultural diversity and other individual differences in the workplace, foster teamwork, and constructively respond to feedback and conflict. (Working Level)

Ability to set work-related goals and objectives and apply innovative solutions to accomplish assigned work. (Working Level)

Knowledge of established physical, computer, and information security regulations and procedures. (Familiarity Level)

SERIES-SPECIFIC

Professional knowledge of the theories, systems, concepts, principles, practices, methods and techniques of accounting sufficient to address all kinds of accounting situations, conduct financial analyses and studies, and determine the effects of accounting transactions on operating and capital programs. (Expert Level)

Ability to assess the audience and prepare and deliver presentations (e.g., oral briefings, technical reports, memorandums) that enable understanding and result in acceptance and/or concurrence. (Expert Level)

ORGANIZATION-SPECIFIC

Ability to formulate alternative strategies in areas where few precedents are available. (Expert Level) This is a Super Recruitment KSA.

Knowledge of federal laws, including appropriations law, regulations and Comptroller General decisions sufficient to independently apply established accounting principles, theories, techniques and

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methodologies to multiple situations, financial analyses and studies, and to determine the effects of accounting transactions on operating and capital programs. (Expert Level) This is a Recruitment KSA.

Knowledge of the utilization and application of ADP systems sufficient to control, evaluate, recommend, and install applications for accounting and funds control. (Working Level) This is a Recruitment KSA.

Knowledge of DOE and contractors accounting procedures and systems sufficient to determine their adequacy and compliance with Federal requirements, the degree of cost effectiveness resulting from the contractors' operations, and to propose solutions/ recommendation to difficult accounting issues. (Expert Level) This is a Recruitment KSA.

Knowledge of the development and use of automated systems sufficient to provide quick responses to the financial information needs of the organization, the Congress and central agencies such as GAO, OMB, OPM and Treasury. (Expert Level) This is a Recruitment KSA.

Ability to interpret accounting data, procedures, policies, and make analyses, to determine adequacy of control and reporting, and to recognize areas where procedural modifications should be made. (Expert Level)

Knowledge of DOE financial operations (general ledger, financial systems development, reports, cash management, and budget) as well as comparable functions sufficient to query and produce reports. (Expert Level)

Ability to implement DOE accounting practices sufficient to develop and monitor accounting functions, identify significant problem areas, determine the proper action required to effect improvements, and maintain the accuracy and integrity of information. (Expert Level)

Knowledge of DOE and integrated contractors including historical precedents and management procedures/expectations. (Expert Level)

Knowledge of the Departmental accounting system and subsidiary systems to permit resolution of problems encountered. (Expert Level)

Knowledge of computer capabilities, code structures, etc., to develop and design computer-prepared reports and to utilize ADP technology to facilitate data collections, financial analyses, etc. (Expert Level)

Knowledge of statistical and management techniques to conduct analyses and special studies in response to management needs. (Expert Level)

Knowledge of accounting and maintenance procedures and systems and their associated installation and application, general and cost accounting systems, and procedures generally used by large industrial firms, public institutions, etc. sufficient to implement DOE accounting practices. (Working Level)

Knowledge of DOE operations offices sufficient to evaluate impacts on multi-site programs and to make recommendations regarding DOE programs and related matters. (Working Level)

FACTOR 2. SUPERVISORY CONTROLS

The Division Director provides general supervision and guidance. Performance of assigned duties is accomplished independently and requires little, if any, supervisory review. Individual receives the objective and is responsible for interpretation of policies and requirements, planning and completion of assignments, resolutions of problems, and coordination with other accountants and personnel from inside and outside of the organization. During performance of assignments, contact with the supervisor is made to communicate progress, major problems, and/or potential obstacles to completion. Supervisor reviews final work product on major assignments to ensure that accounting objectives and compliance with directives are met; assignments are normally accepted with no significant changes.

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FACTOR 3. GUIDELINES

Guidelines include multiple DOE Orders and Notices, the DOE Accounting Handbook, Treasury Fiscal Requirements Manual, GAO Manuals, OMB circulars, accounting system documentation, decisions of the Comptroller General, and pertinent federal and state statutes.

Other guidelines also include standards issued by the Cost Accounting Standards Board (CASB) and the Financial Accounting Standards Board (FASB), local procedures manuals, and generally accepted accounting principles. While such guidelines may be fairly specific in certain areas, many areas require considerable judgment, interpretation, and application to unique operating facilities in order to determine appropriate accounting treatments and solutions to assigned tasks. The accountant is granted considerable latitude in interpreting laws, policies and regulations and to formulate local processes and procedures based on those interpretations.

FACTOR 4. COMPLEXITY

Assignment covers a wide variety of complex accounting duties primarily concerned with the accounting and financial reporting of DOE's activities. This responsibility is of significant complexity because of the diversified program operations conducted by the Department. The incumbent serves as the primary financial authority serving DOE program organizations as well as the financial interface with numerous contractors. The incumbent identifies major issues and addresses major management/program concerns, then works with other divisions, contractors, and the CFO to eliminate the concerns. In doing so, the incumbent makes recommendations, develops new strategies, resolves problems, and identifies, as well as prevents, vulnerabilities. Work requires extensive accounting research and analytical interpretation of data and, when warranted, proposing modifications to contractor accounting systems and DOE directives.

A great amount of complexity is inherent in the basic design of the completely automated accounting system which consists of a commercially produced enterprise resource planning system with emphasis on cost accounting overlaid with the federal government's diverse and complicated Fiscal and fund accounting requirements.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide expert financial advice, guidance, and information to the DOE program offices, and Departmental management personnel. This work has significant impact on management's operating decisions, funding changes, and budget projections. It also provides review and assurances of financial integrity including identification, avoidance and elimination of vulnerabilities.

FACTOR 6. PERSONAL CONTACTS

Contacts are with the DOE CFO, Assistant Secretaries, Division Directors, staff, co-workers, contractor's senior accounting and program staffs, HQ program divisions, OIG, other field offices, and other federal agencies.

FACTOR 7. PURPOSE OF CONTACTS

Contacts are to: (1) resolve financial and accounting problems; (2) monitor the work performed by accountants, technicians, and the integrated contractors; (3) interface with senior level DOE (Chief Financial Officer) personnel and senior contractor personnel regarding accounting controls and other

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accounting issues; (4) use persuasion to obtain agreement on technical points and methods that may be in conflict with others; (5) meet and deal with management and/or program staff to defend, negotiate, and settle accounting matters or controversial issues; and (6) make presentations to senior management regarding the status of financial activities.

FACTOR 8. PHYSICAL DEMANDS

Occasional physical activity is required including travel and fieldwork involving visits to other DOE sites; otherwise generally normal office conditions.

FACTOR 9. WORK ENVIRONMENT

Normal office conditions with occasional visits to areas involving production processes.

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Energy Finance and Accounting Service Center
Accounting Technician (Travel)
GS-525-7

Summary of Position

This position is located in the Energy Finance and Accounting Service Center (EFASC), Office of Finance and Accounting Policy, Office of Management, Budget, and Evaluation. The EFASC is responsible for a wide range of financial services including but not limited to administrative control of funds, accounting, cash management, and travel services for all Departmental elements. The EFASC also has Department-wide responsibilities for payroll processing, labor distribution, permanent change of station (PCS) travel, unemployment compensation, and several other finance and accounting functions. On behalf of the Chief Financial Officer, the EFASC acts as the allottee and establishes budgetary controls, monitors use of appropriated funds, performs analyses of uncosted and unpaid obligations, and continuously advises program and budget officials on matters relating to budget execution. Additionally, the EFASC serves as the champion and co-champion of several Departmental and Government-wide initiatives such as e-HR/Payroll, Federal e-Travel, Time and Attendance, Travel Manager (TM), and the Corporate Human Resource Information System. These initiatives require EFASC to manage and/or lead development, testing, and implementation of systems and procedures that have broad beneficial impact on all Departmental elements, including field offices, and other Government agencies that do business with the Department.

MAJOR DUTIES

The major duties of this position cover a wide range of activities that may include but are not limited to some or all of the following:

Examines, verifies, and controls various types of travel vouchers to include temporary duty travel, foreign travel, and PCS travel. The incumbent verifies that the authorized provisional rates have been applied to the appropriate elements of cost, tests the accuracy of billed amounts and makes deductions, when appropriate. The review is required to determine how much may be paid and to ascertain evidence of the receipt of the service required by the travel authorization. The documents examined result from a wide range of travel complexities, making a technically complicated assignment of responsibility requiring knowledge sufficient to interpret and apply the provisions of travel regulations to properly validate payment. Judgment is relied upon for the application of time frame limits, provisional rates and to recognize when modifications or amendments to travel authorizations are required.

Prepares travel authorization and/or modifications for PCS moves for all Field Organizations. The entitlements for PCS include house hunting trips, temporary storage, real estate expenses, lease breaking expenses, shipment of household effects, temporary quarters, subsistence and special foreign allowances such as non-temporary storage, airfreight baggage, transportation of POV, and temporary lodging.

Performs analysis of subsidiary records by verifying the amounts obligated, the amounts of unpaid obligations, and the amounts of prior payments with balances in the automated Departmental Accounting System (STARS), or other designated accounting and reporting systems. This function is done to assure that the basic accounting data in the subsidiary records and the computerized records are in balance and that all hard copy documentation relative to obligations and payments has been properly posted to the computerized system. When exceptions are discovered, the incumbent prepares the documentation and generates the adjusting entries to correct the out of balance condition.

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Reviews and verifies that the funds obligated are adequate to cover the payments to be made by checking the unpaid balance under the specific travel authorization for which payment is to be made by referring to the accounting system balances and source documentation. This applies to PCS and Intergovernmental Personnel Act (IPA) vouchers.

Performs independent reviews of the regulations and laws that entail a general knowledge and understanding of the Department of Energy (DOE) Travel Processing Manual, Comptroller General decisions, the General Accounting Office (GAO) Manual, and General Services Administration (GSA) Manuals, and applies them to the voucher examination process as well as the preparation of the travel authorization.

Controls travel payment, cost, and obligation data to account for all transactions assigned to the incumbent by preparing debit and credit entries that are made to the accounting system. Preparation of the entries at this grade level requires a thorough knowledge of the fund types, the applicable transaction codes, the allotment codes and their compatibility with the respective budget and reporting classifications. This function provides control as required by the GAO Manual, the DOE Accounting Practices and Procedures Handbook, and the U.S. Treasury Financial Manual, ensuring that financial commitments and payments related to travel are documented, reported and recorded, thereby, meeting the requirements of the regulations and laws.

Analyzes and reconciles problems on own initiative as appropriate and if required, refers items to the Team Leader or supervisor when procedural or policy matters are involved. Telephones or writes correspondence concerning travel payment matters, such as advice of nonpayment due to expiration of period of performance, explanation of deductions, etc. Explanations are necessary to continue good relationships with other organizations and DOE contractors and to document contract and travel files.

Contacts many levels of employees in Headquarters and Field Organizations to resolve accounting problems, travel problems, and funding deficiencies. Handles telephone inquiries in an expeditious manner. Incoming calls are answered without delay and responses to inquiries are satisfactorily completed, if possible, on initial contact, without recourse to a callback.

Recommends changes, improvements, innovative techniques that may contribute to greater customer satisfaction. Implements enhancements, when feasible, without delay so that the customer may be better served.

Transcribes, retrieves, validates, and corrects data from source documents into the automated financial systems. Data transcription work is required of this position and must be performed with accuracy. Incumbent utilizes the personal computer or word processing equipment to perform various other duties.

Performs other duties as assigned.

FACTORS

FACTOR I - KNOWLEDGE REQUIRED BY THE POSITION

Comprehensive knowledge of DOE travel practices and techniques and the ability to interpret and apply Federal and DOE travel regulations to non-routine situations.

Comprehensive knowledge of DOE accounting classifications, including the fiscal and programmatic relationships of fund types, financial plans, budget and reporting numbers, object classifications and fiscal account code structure. This is necessary to ensure the accurate recordation and reconciliation of source documentation to the automated accounting system, relative to obligation, disbursement, and cost transactions in the official accounting records.

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The ability to analyze accounts independently and the ability to determine the need for and the type of adjustments necessary to reconcile and balance accounts in the automated accounting system to source documentation in the subsidiary records. This includes querying the computer system, when appropriate.

Comprehensive knowledge of GAO regulations, Federal Travel Regulations, Comptroller General decisions, DOE travel regulations and DOE accounting practices and procedures to apply these regulations to document reviews, disbursement of funds, and accounting for actions taken.

Comprehensive knowledge of the established accounting procedures and practices needed to adequately analyze and understand the effects of transactions relative to obligations, disbursements, and collection.

An excellent knowledge of how to deal with people.

An ability to resolve problems quickly, independently, and accurately since there may not be time to confer with anyone.

FACTOR II - SUPERVISORY CONTROLS

The incumbent is responsible for the independent interpretation of the provisions of a variety of travel authorizations and source documentation to determine what payments can be made and for initiating inquiries. Approvals and judgments are relied upon as a basis for the Certifying Officer's certification regarding the correctness and legality of payment. The incumbent develops daily work methods to complete the daily and weekly assignments applying knowledge of standard accounting and travel procedures and techniques to resolve the problems that occur.

The results of the work may be reviewed for adherence to policies and procedures and/or volume and quality. The employee performs daily assignments independently and resolves questions or problems on the basis of precedent and the interpretation of policy and procedural guidelines. The incumbent very seldom refers to the Team Leader or supervisor for assistance.

FACTOR III - GUIDELINES

Guidelines are primarily obtained from Comptroller General decisions. Others include DOE and Federal Travel Regulations, Joint Travel Regulations, the DOE Accounting Practices and Procedures Handbook, the GAO Manual for Guidance of Federal Agencies, the Treasury Financial Manual and various directives and policy letters. The incumbent interprets these guides to resolve exceptions, accounting errors and other problems and, when called upon, may even set procedural precedent.

FACTOR IV - COMPLEXITY

The guidelines set forth major DOE and Federal government policies and procedures. The incumbent must interpret and apply these policies and procedures to specific situations and entitlement problems, to a variety of non-routine, complex travel documents and to a variety of different types of vouchers.

Most assignments must be accomplished within restrictive time deadlines. Within these time frames, the incumbent must identify the significant characteristics of each assignment and resolve the different issues, as appropriate.

The incumbent must audit the source documentation in the subsidiary records to the automated accounting system to reconcile the accounts controlling obligations, costs and disbursements that are affected by a number of fund types, financial plans, budget and reporting numbers and object classifications to determine the discrepancies and the corrective actions needed. The incumbent of this position is considered proficient and requires minimal, if any, assistance in these duties.

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The incumbent examines, verifies, and controls various travel vouchers for payment. Performs analysis of subsidiary records by verifying the amounts obligated, the amounts of unpaid obligations, and the amounts of prior payments with balances in the automated accounting system.

FACTOR V - SCOPE AND EFFECT

The incumbent is responsible for determining the propriety of entitlements and the accurate and proper recordation of obligations and disbursements to properly record a variety of situations in the official accounting records. These records are used by all levels of DOE management in making financial decisions and reporting to Congress, the Office of Management and Budget (OMB), and Treasury.

FACTOR VI - PERSONAL CONTACTS

Daily contacts are with DOE personnel within and outside of the EFASC, program offices, and field offices. Frequent contact with personnel in other branches, divisions, and sections.

FACTOR VII - PURPOSE OF CONTACTS

Contacts are for the purpose of providing expert, technical guidance regarding payment policies and procedures and the interpretation of regulations and to resolve issues arising relative to the amounts.

Contacts are made for the purpose of confirming information, determining the accuracy of information, disseminating information, obtaining background information or other relative facts in responding to inquiries.

Contacts are frequently required to resolve entitlement problems.

FACTOR VIII - PHYSICAL DEMANDS

The work is generally sedentary.

FACTOR IX - WORK ENVIRONMENT

The work is performed in an office setting.

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Energy Finance and Accounting Service Center
ACCOUNTING TECHNICIAN (Payroll)
GS-525-07

SUMMARY OF POSITION

This position is located in the Energy Finance and Accounting Service Center (EFASC), Office of Finance and Accounting Policy, Office of Management, Budget, and Evaluation/CFO. The EFASC is responsible for the accounting activity for all Departmental elements. The EFASC has, among other responsibilities, Department-wide responsibility for payroll processing, labor distribution, permanent change of station, and several other functions.

MAJOR DUTIES

The major duties of this position cover a wide range of payroll support activities that may include but are not limited to some or all of the following:

Maintains the overall payroll controls for all expenditure accounting. Determines that all transactions are properly processed and that total activity agrees with adjusted control totals. Analyzes and reviews reports and computer printouts to assure that they are in balance and in proper format and sort sequence, the accounting data is valid, and that it adheres to prescribed regulatory manuals and procedures. Classifies erroneous conditions, takes corrective action to bring reports and listings in balance, verifies corrected copy, and recommends changes in procedures to prevent a recurrence of the problem.

Performs special reviews and analysis to ensure the integrity of the automated general ledger control system; prepares special reports and financial statements relative to the financial condition of the various funds.

Provides specific instructions and procedures to standardized transactions to ensure the effective implementation of double-entry bookkeeping concepts into the payroll system. Evaluates internal controls to determine the reliability of the data to be reported through the development of complex accounting worksheets. Applies formulas for the computation of statistical data. Develops new approaches and methods to problem solving within the payroll system.

Performs continuous management review on the maintenance of subsidiary ledgers to the Departmental Accounting System (STARS) by verifying the accounting entries prior to entering them into the official automated payroll system. Work must be accomplished to meet the accounting deadlines established by other organizations in the Office of Chief Financial Officer.

Calculates, processes in automated system and tracks garnishments of pay, tax levies, and child support and alimony payments. Calculates and notifies employees of leave buy - backs related to Office of Workers Compensation cases. Calculates and processes taxable settlement agreements, retroactive switches in retirement plans and the related adjustments to Thrift Savings Plan contributions (TSP), and TSP loan deductions.

Serves as a liaison with Headquarters program offices and field offices to explain accounting procedures and practices, to verify the accuracy of data and to obtain information to clarify unclear accounting conditions. Serves as a focal point for processing of data and problems experienced with automated Payroll, and Energy Time and Attendance systems data. Coordinates system problems and processing with the Chief Information Officer's Payroll System support personnel.

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Controls and audits source documents and records the information in the automated payroll system. Reviews payroll system output reports to detect and locate erroneous data. Prepares adjustment entries to correct the improper entries which requires a comprehensive knowledge of the payroll system coding structure and adjustment formats, and their impact on the financial information contained in STARS.

Provides guidance and on-the-job training to contractor support personnel. Ensures that written guidelines and regulations are available and utilized. Instructs contractor support personnel on changes to procedures and regulations and provides guidance for special tasks. Performs audits of complex payroll adjustments, and contractor's operations, supplemental attendance reports, and bills for overpayments to ensure that the payroll processing is performed in accordance with established regulations, procedures and practices.

The incumbent is responsible for the transcription, retrieving, validation, and correction of data from source documents into the automated financial system. Data transcription work is required of this position and must be performed with accuracy.

B. FACTORS

Knowledge Required by the Position

The incumbent must possess an in-depth understanding and knowledge of payroll and debt collection legislative and administrative processes, statutes, and regulations relative to pay and leave, taxing, retirement, insurance, payroll accounting, and other financial matters contained in Department of Energy (DOE), Office of Personnel Management, General Accounting Office, and other pertinent issuances. A thorough working knowledge of payroll policies to ensure that operational procedures and practices comply with established DOE procedures. Ability to interpret and apply statutes, legal opinions, regulations, and directives pertaining to personnel/payroll entitlement, debt collection and other financial matters ensuring adherence to prescribed requirements and laws by employees supervised.

Knowledge of the DOE accounting system, which includes STARS, Labor Distribution System subsystems, and the PAY/PERS (or successor systems) and their relationship in order to recognize their interrelationship to the total payroll process and to recognize deficiencies in systems operations and to recommend corrective action.

The incumbent must demonstrate an ability to gather, assemble, correlate, and analyze facts; draw sound conclusions; and make recommendations associated with improving the efficiency of work methods, procedures, and correcting complex and novel problems originating during the execution of the incumbent's major duties.

Knowledge of DOE appropriations, allotments, budget and reporting classifications, transaction codes and the applicable General Ledger accounts to properly record accounting transactions and to identify and correct misapplied charges and erroneous codes.

Supervisory Controls

Works under the direction of a Transaction Processing Team Leader. Receives instructions only regarding the scope and techniques to be used in obtaining the final product. Performs assignments independently using own initiative and judgment in completing tasks, relying on the team leader for guidance only when unusual administrative or accounting problems occur or when called upon to provide special direction and guidance to other accounting technicians. The incumbent develops work methods for the completion of assignments. The team leader reviews the results of the work for adherence to policies and procedures. Work is subject to a general review for volume and quality by the Division Director.

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Guidelines

Guidance is obtained from the DOE Accounting Practices and Procedures Handbook, the User Manual for STARS, Federal Claims Collection Standards, DOE and Federal travel regulations, the Treasury Financial Manual, Federal Personnel Manual, Comptroller General and GAO decisions, and United States Code of Federal Regulations (specifically, Titles 5 and 6) and other various agency directives. Limited guidelines are available for assistance when analyzing procedural deficiencies related to the processing of accounting data. The incumbent must process a wide variety of transactions that involve numerous variations. This requires the incumbent to have a thorough knowledge of the guidance in order to locate and apply guidelines when they are specifically applicable. Judgment is often required in the interpretation and application of guidelines to specific transactions. Guidance is obtained from the supervisor when extensive deviation or interpretation is necessary.

Complexity

The incumbent makes independent judgments based on extensive payroll experience and comprehensive knowledge of pertinent regulations to resolve routine and non-routine pay administration problems that are encountered by contractor support personnel. The incumbent assists contractor support personnel to ensure that established biweekly deadlines are met and no adverse impact results on the pay of employees serviced when complex pay administration or automated system problems arise that may jeopardize subordinates' ability to complete work within established time frames.

The incumbent performs a wide variety of activities related to the employee payments of DOE funds. This requires the incumbent to analyze source documentation to identify the significant characteristics, apply the appropriate guidelines and determine the proper automated system coding to record the transaction in the proper General Ledger account. There are numerous variations involved in recording transactions, which relate to the nature of entry. In addition, different coding is required to accomplish adjustment of existing system information.

The incumbent must maintain, through training and on—the— job experience, a working knowledge of DOE payroll and accounting transactions, and computer systems operations in order to select the proper coding to affect the appropriate accounts in STARS, to identify and correct erroneous coding and to instruct other employees in the processing of payroll activity.

The information maintained in several automated systems (e.g. STARS, PAY/PERS, and Personal Computer Applications) must be continuously reviewed to assure that the control accounts in the different systems are in balance and that the system information is in agreement with the source documentation.

Scope and Effect

The procedures followed by the incumbent result in the accurate recording of transactions and the timely processing of the biweekly payrolls. Effective monitoring assures compliance with Public Laws and Government regulations. Financial managers and accountants produce accounting reports and statements from the recorded information, which are relied upon by management and other Government agencies to determine the effectiveness of the collection efforts and payroll processing.

Personal Contacts and Purposes

Daily contact with the Transaction Processing Team Leader to disclose operational progress or to elevate significant problems for resolution.

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Daily contact with contractor support personnel to provide routine training and provide clarification of problems encountered in their work.

Continuous contact with other members of the EFASC to coordinate actions and to resolve mutual problems.

Frequent contacts with program divisions and field offices to explain accounting procedures and practices, to verify the accuracy of data and to obtain information to clarify unclear accounting conditions.

Purpose of Contacts

Purposes are to obtain information, to clarify incoming documents, to resolve problems, to perform reconciliations in a timelier manner and to coordinate activities among EFASC and other Departmental elements.

Physical Demands

Sedentary work.

Work Environment

Work is performed in a large office setting.

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Director, Payment Division
Supervisory Accountant, GS-510-14

Major Duties

The Director of Payments is responsible for directing a staff of approx. 20 professional Accountants and Accounting Technicians (including contractor support personnel). This entails developing, administering and planning the department's consolidated payment activities. This includes responsibility for classifying and recording payment transactions; for assuring that all accounting data are current, accurate, and complete; and ensuring the validity and integrity of payments related financial data. Provides authoritative advice and assistance to subordinate team leaders and employees, DOE program offices, financial managers including DOE Field Office CFO's, and other internal and external customers on accounting policy, reporting requirements, and program issues.

The Director engages in meetings and discussions with top level representatives from the Office of Management, Budget and Evaluation, Headquarters Program Offices, Integrated Contractors, DOE operations/field offices, the OIG, other federal agencies such as U. S. Treasury, GAO, GSA, OMB, OPM, and with state and local government officials. Provides direction and guidance to others on operating accounting policies and payment procedures pertaining to such areas as general ledger operations, inter-office and intra-office transfers, and DOE accounting system operational requirements.

Implements, interprets, provides and monitors major accounting procedures, guidelines and directives to: (a) comply with legislation, Comptroller General decisions, Generally Accepted Accounting Principles, OMB, Treasury, GAO and other governmental regulations; (b) monitor and improve internal controls and compliance with the Federal Managers' Financial Integrity Act (FMFIA); and (c) improve accounting, financial reporting and disclosure, and effectiveness and efficiency of operations.

Supervisory Responsibilities

The Director of Payments Division, participates in the overall management of the EFSC and shares responsibility with the Director and other EFSC managers for the coordination and integration of various policy issues, technical guidance and program activities and for ensuring that the CFO's strategic plan, mission, vision, and values are communicated to employees; and assures implementation of EFSC/CFO goals and objectives by subordinate team leaders and personnel.

The Director exercises leadership in the selection and application of appropriate problem solving methods and techniques; leads personnel in identifying, distributing, and balancing workload and tasks among subordinate work units; monitors reports on the status and progress of work; and maintains program and administrative reference materials, project files, and relevant background documents; prepares reports and maintain records of work accomplishments and administrative information; and researches and applies a wide range of qualitative and quantitative methods to identify, assess, analyze, and improve effectiveness, efficiency, and work products. Responsibilities include Evaluating the work performance of subordinates; Giving advice, counsel, or instruction to employees on both work and administrative matters; Interviewing candidates for positions and recommending selection, promotion, or reassignment; Hearing and resolving complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; Effecting minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; Identifying developmental and training needs of employees, and providing or arranging for needed development and training; and Finding ways to improve production or increase the quality of the work directed.

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Supervision Received

The incumbent reports to the Director EFSC who provides guidance and direction in terms of DOE/CFO goals and objectives. The incumbent is delegated authority for the direction of subordinate work units and accomplishment of important internal and external reporting requirements. Work is evaluated for accomplishment of program goals and adherence to broad, government wide, GAO/OMB accounting and financial reporting policies and practices.

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POSITION DESCRIPTION COVER SHEET					PD Number 2003- xxxx	
ORGANIZATIONAL DATA						
Organization Department of Energy				Org Code		
Office of Chief Financial Officer				Service HQ		
Energy Financial Service Center				Employing Office/Location		
Organizational Title of Position (e.g., Project Manager, Facility Representative, Director, Assistant Manager)				Germantown, Md		
				Duty Station DOE-HQ		
POSITION DATA						
OFFICIAL CLASSIFICATION	Title Quality Control Accountant			Pay Plan GS	Occupational Code 0510	Grade 14
FLSA Exempt	Competitive Level 044	Competitive Area HQ	Functional Class 00	Sensitivity 4-Special Sensitive	Drug Designated Yes	
Position Occupied Competitive	Position Type Other	Manager Level 8	Financial Disclosure No	Security Clearance Level Q	PATCO Professional	
TQP No	TQP Functional Area(s)					
Full Performance Grade 14	Career Ladder PD#s					
CERTIFICATIONS						
SUPERVISORY OR MANAGERIAL CERTIFICATION						
I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulation's.						
(Signature on File) John R. Pescosolido, Agency Tender Official			Date			
Most Recent Re-certification (Supervisor Name and Date)						
POSITION CLASSIFICATION CERTIFICATION						
I certify that this position has been classified/graded as required by Title 5, U.S. Code, Chapter 51, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply, consistently with the most applicable published standards.						

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_____ (Signature on File) William Pearce, Human Resources Advisor	_____ Date
Re-certifications (Name and Date)	
Position Classification Standards Referenced OPM GS PCS, Job Family Standard for Professional and Administrative Work in the Accounting and Budget Group, dated Dec 2000	
REMARKS	

**Energy Finance and Accounting Service Center
 QUALITY CONTROL ACCOUNTANT
 GS-0510-14**

Summary of Duties

Serves as Special Assistant to the Director in managing all aspects of the Quality Control Program including the design, development, and implementation of quality and internal control mechanisms for the Energy Finance and Accounting Service Center. This includes management of all elements of the Quality Control Plan, the Communication Plan, and the Performance Metrics System, as well as providing Departmental policy compliance oversight for the EFASC. Also advises the Director on all matters pertaining to effective operation of the EFASC inclusive of the planning, development, and administration of accounting policies and procedures related to the organization. Performs financial analyses of DOE accounting activities relating to accounting and systems operations. Provides advice and assistance to DOE program offices, financial managers, and other customers on accounting policy, Quality Control Plan execution and monitoring, reporting, financial systems, and financial program issues.

Major Duties

The major duties of this position cover a wide range of activities that may include but are not limited to some or all of the following:

Manages all elements of the EFASC Quality Control Plan.

Establishes and directs effective systems for monitoring compliance with Quality Performance Objectives.

Maintains professional contacts with representatives from Budget, Program Offices, Integrated Contractors, other contractors, DOE operations/field offices, OIG, other federal agencies such as U. S. Treasury, GAO, GSA, OMB, OPM, and with state and local governments. Responsibilities include coordination of Departmental financial management policies regarding accounting

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operations, travel, funding issues, financial systems, financial program issues, cost reports, integrated contractor accounting systems and procedures, investment accounting program requirements, DOE Orders and Directives, and general and unique accounting policies and procedures.

Provides extensive interfacing with Financial Management Systems personnel on a wide variety of complex accounting issues. Makes recommendations, develops new strategies, resolves problems, provides data and analyses as they relate to effective operation of the EFASC.

Implements, interprets, provides and monitors major accounting policy guidelines and directives to: (a) comply with legislation, Comptroller General decisions, Generally Accepted Accounting Principles, OMB, Treasury, GAO and other governmental regulations; (b) monitor and improve internal controls and compliance with the Federal Managers' Financial Integrity Act (FMFIA); and (c) improve financial management analysis, accounting, financial reporting and disclosure, and effectiveness and efficiency of operations.

Provides and implements policy guidance and direction for comprehensive financial management functions and appropriate interrelationships with program functions to ensure implementation of financial management initiatives such as accounting operations, reporting on internal controls according to FMFIA requirements.

Directs decision-making sessions with management to determine and implement resolution to problems and/or to recommend actions or alternatives to resolve unfavorable situations or problems.

Assures conformance to Quality Control Plan objectives through the: conduct of tests and validation of newly developed or enhanced accounting and financial reporting systems; review of system validation and test results; review and approval of system change requests; recommend and approve changes to accounting policies, operating procedures and automated data system guidance to enhance such system operations consistent with Quality Control Plan objectives.

Establishes and manages a system of internal controls to assure that accounting data is current, accurate, and complete, and reported in a timely manner. Provides direction and guidance to others on operating accounting policies and procedures pertaining to such areas as general ledger operations, inter-office and intra-office transfers, and DOE accounting system operational requirements.

Develops on a continuous basis accounting procedures necessary to record, classify, and control transactions. Responsible for maintaining the integrity of financial processes and data bases.

Serves as financial expert on government appropriations, allotments, collections, obligations, and fund accounting including providing and integrating background and historical data to resolve current accounting problems.

Designs, develops, and manages appropriate reporting mechanisms to effectively manage the budget for the EFASC. Directs other reporting activities related to assuring Quality Performance Measures are being adequately monitored and controlled.

Maintains and improves individual technical and professional competencies required to satisfactorily perform the duties of the position.

Performs other duties as assigned.

FACTOR 1. COMPETENCIES REQUIRED BY THE POSITION SITE-GENERIC:

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Knowledge of the DOE organization, missions, functions, programs, internal operations, and administrative policies and procedures to adequately and effectively perform work. (Expert Level)

Ability to cooperate with others through give and take, obtain information, and accomplish goals. (Expert Level)

Ability to express facts and ideas in writing in a clear, concise, accurate, and grammatically correct manner. (Expert Level)

Ability to clearly convey appropriate information orally to individuals or groups. (Expert Level)

Ability to effectively use and/or administer available resources. (Working Level)

Ability to produce quality results by addressing customer needs, analyzing and resolving problems, and maintaining accountability for achieving milestones. (Expert Level)

Ability to value cultural diversity and other individual differences in the workplace, foster teamwork, and constructively respond to feedback and conflict. (Working Level)

Ability to set work-related goals and objectives and apply innovative solutions to accomplish assigned work. (Expert Level)

Knowledge of established physical, computer, and information security regulations and procedures. (Working Level)

SERIES-SPECIFIC

Professional knowledge of the theories, systems, concepts, principles, practices, methods and techniques of accounting sufficient to address all kinds of accounting situations, conduct financial analyses and studies, and determine the effects of accounting transactions on operating and capital programs. (Expert Level)

Ability to assess the audience and prepare and deliver presentations (e.g., oral briefings, technical reports, memorandums) that enable understanding and result in acceptance and/or concurrence. (Expert Level)

ORGANIZATION-SPECIFIC

Ability to formulate alternative strategies in areas where few precedents are available. (Expert Level) This is a Super Recruitment KSA.

Knowledge of federal laws, including appropriations law, regulations and Comptroller General decisions sufficient to independently apply established accounting principles, theories, techniques and methodologies to multiple situations, financial analyses and studies, and to determine the effects of accounting transactions on operating and capital programs. (Expert Level) This is a Recruitment KSA.

Knowledge of the utilization and application of ADP systems sufficient to control, evaluate, recommend, and install applications for accounting and funds control. (Working Level) This is a Recruitment KSA.

Knowledge of DOE and contractors accounting procedures and systems sufficient to determine their adequacy and compliance with Federal requirements, the degree of cost effectiveness resulting from the contractors' operations, and to propose solutions/ recommendation to difficult accounting issues. (Expert Level) This is a Recruitment KSA.

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Knowledge of the development and use of automated systems sufficient to provide quick responses to the financial information needs of the organization, the Congress and central agencies such as GAO, OMB OPM and Treasury. (Expert Level) This is a Recruitment KSA.

Ability to interpret accounting data, procedures, policies, and make analyses therefrom, to determine adequacy of control and reporting, and to recognize areas where procedural modifications should be made. (Expert Level)

Knowledge of DOE financial operations (general ledger, financial systems development, reports, cash management, and budget) as well as comparable functions sufficient to query and produce reports. (Expert Level)

Ability to implement DOE accounting practices sufficient to develop and monitor accounting functions, identify significant problem areas, determine the proper action required to effect improvements, and maintain the accuracy and integrity of information. (Expert Level)

Knowledge of DOE and integrated contractors including historical precedents and management procedures/expectations. (Expert Level)

Knowledge of the Departmental accounting system and subsidiary systems to permit resolution of problems encountered. (Expert Level)

Knowledge of computer capabilities, code structures, etc., to develop and design computer-prepared reports and to utilize ADP technology to facilitate data collections, financial analyses, etc. (Expert Level)

Knowledge of statistical and management techniques to conduct analyses and special studies in response to management needs. (Expert Level)

Knowledge of accounting and maintenance procedures and systems and their associated installation and application, general and cost accounting systems, and procedures generally used by large industrial firms, public institutions, etc. sufficient to implement DOE accounting practices. (Working Level)

Knowledge of DOE operations offices sufficient to evaluate impacts on multi-site programs and to make recommendations regarding DOE programs and related matters. (Expert Level)

FACTOR 2. SUPERVISORY CONTROLS

The Director of the EFASC provides general supervision and guidance. Performance of assigned duties is accomplished independently and requires little, if any, supervisory review. Individual receives the objective and is responsible for interpretation of policies and requirements, planning and completion of assignments, resolutions of problems, and coordination with other accountants and personnel from inside and outside of the organization. During performance of assignments, contact with the supervisor is made to communicate progress, major problems, and/or potential obstacles to completion. Supervisor reviews final work product on major assignments to ensure that accounting objectives and compliance with directives are met; assignments are normally accepted with no significant changes.

FACTOR 3. GUIDELINES

Guidelines include multiple DOE Orders and Notices, the DOE Accounting Handbook, Treasury Fiscal Requirements Manual, GAO Manuals, OMB circulars, accounting system documentation, decisions of the Comptroller General, and pertinent federal and state statutes.

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Other guidelines also include standards issued by the Cost Accounting Standards Board (CASB) and the Financial Accounting Standards Board (FASB), local procedures manuals, and generally accepted accounting principles. While such guidelines may be fairly specific in certain areas, many areas require considerable judgment, interpretation, and application to unique operating facilities in order to determine appropriate accounting treatments and solutions to assigned tasks. The accountant is granted considerable latitude in interpreting laws, policies and regulations and to formulate local processes and procedures based on those interpretations.

FACTOR 4. COMPLEXITY

Assignment covers a wide variety of complex accounting duties primarily concerned with the accounting and financial reporting of DOE's activities. This responsibility is of significant complexity because of the diversified program operations conducted by the Department. The incumbent serves as the primary financial authority serving DOE program organizations as well as the financial interface with numerous contractors. The incumbent identifies major issues and addresses major management/program concerns, then works with other divisions, contractors, and the CFO to eliminate the concerns. In doing so, the incumbent makes recommendations, develops new strategies, resolves problems, and identifies, as well as prevents, vulnerabilities. Work requires extensive accounting research and analytical interpretation of data and, when warranted, proposing modifications to contractor accounting systems and DOE directives.

A great amount of complexity is inherent in the basic design of the completely automated accounting system which consists of a commercially produced enterprise resource planning system with emphasis on cost accounting overlaid with the federal government's diverse and complicated Fiscal and fund accounting requirements.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide expert financial advice, guidance, and information to the DOE program offices, and Departmental management personnel. This work has significant impact on management's operating decisions, funding changes, and budget projections. It also provides review and assurances of financial integrity including identification, avoidance and elimination of vulnerabilities.

FACTOR 6. PERSONAL CONTACTS

Contacts are with the DOE CFO, Director of the EFASC, Assistant Secretaries, Division Directors, staff, co-workers, contractor's senior accounting and program staffs, HQ program divisions, OIG, other field offices, and other federal agencies.

FACTOR 7. PURPOSE OF CONTACTS

Contacts are to: (1) resolve financial and accounting problems; (2) monitor the work performed by accountants, technicians, and the integrated contractors; (3) interface with senior level DOE (Chief Financial Officer) personnel and senior contractor personnel regarding accounting controls and other accounting issues; (4) use persuasion to obtain agreement on technical points and methods that may be in conflict with others; (5) meet and deal with management and/or program staff to defend, negotiate, and settle accounting matters or controversial issues; (6) make presentations to senior management regarding the status of financial activities; and (7) assure all Quality Control Plan objectives for the effective operation of the EFASC are met.

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FACTOR 8. PHYSICAL DEMANDS

Occasional physical activity is required including travel and field work involving visits to other DOE sites; otherwise generally normal office conditions.

FACTOR 9. WORK ENVIRONMENT

Normal office conditions with occasional visits to areas involving production processes.

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